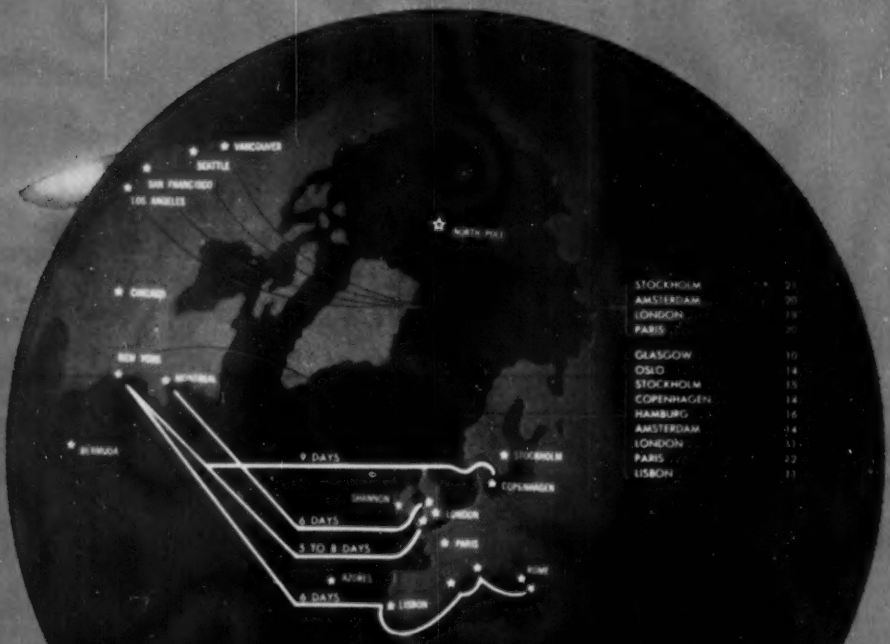
June 1958

The Office

Magazine of Management · Equipment · Methods



SEMIANNUAL INDEX IN THIS ISSUE

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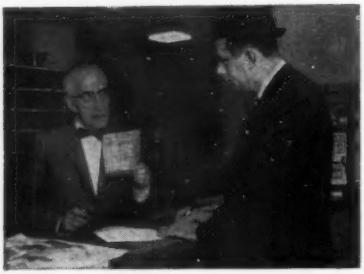
For More Information Circle No. 213

Here's the efficient way to reimburse your salesmen under the Traveletter System

8:31 A.M. Friday — Salesman completes his expense report



8:45 A.M. — Salesman cashes Travelorder for week's expenses and returns expense report to home office

8:48 A.M. — He's off to make his sales calls

The *Traveletter* System for reimbursing travelers is that simple. Each week the holder of a *Traveletter* authorization writes a Travelorder [draft] for his actual expenses — not to exceed *his* authorized limit. He may cash his Travelorder through his normal channels, or when he travels, at any hotel or motel. He then returns his expense report to the home office in the manner prescribed by his company.

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The Modern System for handling Travel Expenses . . . Since 1894

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For More Information Circle No. 258

VOL. 47
NO. 6

The Office®

Magazine of Management • Equipment • Methods

JUNE, 1958

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The One-Man Procedure ..... *Leslie H. Matthies* 6
How Office Machines Free Valuable Manpower for the Travel Wholesaler ... *Helge W. Leeuwenburgh* 8
A Preretirement Counseling Program for Smaller Offices ..... *Maurice F. Ronayne* 18
East-North: A Universal Address Coding System .. 65
Electronic Machines That Handle British Mail ..... *John Grindrod* 72
Standard Address Coding for Integrated Mail Handling ..... *Daniel L. Grant* 74
Typing Is Done Faster, More Accurately and at Lower Cost With Incentive Pay System .. *Charles A. Uttley* 76
Automation of Accounts Payable Reduces Ledger Postings 99% 86
A Report on Office Union Drive .... *Sidney Shepherd* 90
Machine Accounting Paces Growth in Sports Goods Firm ..... *Alvin Dasen* 107
Machine Accountants Plan Biggest Conference 117
Annual NOMDA Convention in Milwaukee 121
An Off-the-Floor Watercooler 129
TVA's 25 Years of Records Management ..... *Ben F. Gregory* 204
Semiannual Index to The Office 224
- New Books 30
- Camera! 47
- Right or Wrong in Employee Relations . 131
- New Products 138
- Literature from the Manufacturers 192
- News of the Office 200
- News of the Industry 208
- National Conference & Exhibit Calendar 223
- As We See It 232

On the Cover: An illustration from Bennett Tours' Time Planner (see page 8).

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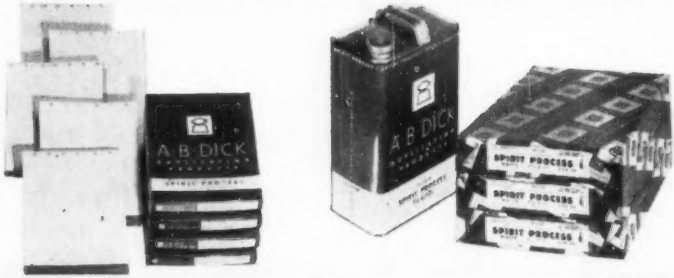

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MOST PROCEDURES that we find in our manuals are plans that tie-together the activities of man-groups, such as departments, sections or divisions. But we also need another type of procedure. This is the procedure for one man. Individuals sometimes need instructions on how to proceed.

These procedures guide the man in doing his work. In actual practice, the people-procedures soon become habits. The man doesn't have to refer to the written page after that. After any job has been practiced a few times, human behavior absorbs the procedure and it becomes a personal habit.

Most one-man procedures are unwritten. One man tells the other during a training period. Another worker may learn *how to proceed* by hit or miss or by trial and error.

We need one-man procedures where there is heavy personnel turnover. Training new people is a constant problem and procedures can speed up the training process. They also help to maintain accuracy or to set forth quality standards.

We don't use just one type of procedure to tell people how to proceed. We have several. Here are some of the different types:

1. THE JOB OUTLINE. This procedure covers the cycle of the single job. For example, a job outline could cover the work of opening and sorting the morning mail. A job outline always starts at the beginning of the work cycle. Then it gives a step-by-step description in logical time sequence. During his working day, one worker may follow several different job outlines.

2. JOB DESCRIPTION. This lines up the work that a man does to qualify as, say, a welder or a clerk. The job description is not used so much in training as it is for analysis and comparison. Supervisors and personnel people use it to rate various jobs and the people who are performing the work. A job description helps match up the qualifications of an individual *with* the requirements of a job.

3. JOB INSTRUCTION SHEET. This is a true job outline. We give more

Training new people is a constant problem and procedures can speed up the training process.

The One-Man

By Ewing Galloway, N. Y.

Procedure

LESLIE H. MATTHIES,
Section Chief, Engineering Administrative Services, Hallamore Electronics, Anaheim, Calif.

effort to it because it is used to cover specific work that the performer does very seldom. For example, a job instruction sheet is tucked into the box of a new product. It tells the buyer how to put the article together, or how to use it. The user would not need any previous know-how to put this article together. The job instruction sheet fills this need.

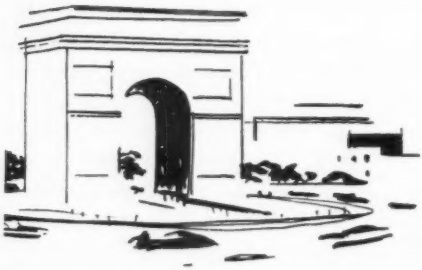
4. JOB CHECK LIST. A job check list is something like a job outline, but its aim is more to insure accuracy in a specific phase of a job that the worker already knows something about. For example, the chart commonly used to lubricate cars is a job check list. The mechanic knows something about lubrication work generally, but the job check list helps him to do a high qual-habit-pattern built into their own make-Another example: people take an inventory only once a year. They know generally how to take an inventory but they forget the details as they have no habit-pattern built into their own make up. Here a job check list is important.

5. WORK INVENTORY. Sometimes we are not sure what people are doing. Then we should take a work inventory. This describes the work that people *are now doing*. It's a true inventory. It avoids what they *hope to do* or what they *should be doing*. You take a work inventory just like any other inventory—put down exactly what is there, not what should be there. To discourage the tendency of people making the work they do sound more impressive than it actually is, use *hour tags* on each statement. If your inventory shows a statement that sounds very important but only requires ¼-hour of work a week, you have a better idea of its real importance.

The average procedures man is so loaded with his man-group problems that he seldom has time to develop many job outlines. That is why this job usually is left to the supervisor. However, the systems man can help by making suggestions on writing simple job outlines. He can also help the supervisor distinguish between, say, a job outline and a job description.

How Office Machines Free Valuable Manpower for the Travel Wholesaler

HELGE W. LEEUWENBURGH, Group Travel Manager, Bennett Tours, Inc., New York



THIS CENTURY has witnessed amazing industrial progress, yet it is possible that the improvements in transportation will be regarded by future generations to be the major contribution of this period to the history of mankind. All of a sudden the horizons of this world have faded away and we are thinking of conquering outer space. The growth of transportation companies has also greatly influenced the functions and activities of travel organizations. The local guide has become a travel wholesaler, arranging and coordinating the services of transportation firms, hotels, local sightseeing companies and other sources, into tours. These activities have necessitated adoption of new and efficient office procedures.

Bennett Tours traces its history to the acquisition of a single horse and cart by Thomas Bennett in Christiania, Norway, in 1850. There the young British Consular Agent started a private business by conducting visitors into the rugged depths of Norway's mountains. A coupon ticket covering pre-arranged and prepaid transportation and accommodation for international travel was issued for the first time by Bennett in 1887, establishing the basis for today's international travel. The Bennett organization expanded and opened offices all over Scandinavia. Shortly after the first world war, offices in London, Paris and New York were founded, mainly to stimulate travel to Norway. Today, Bennett Tours in New York employs 25 persons and annually handles travel arrangements for 3000-5000 customers, representing a travel value of some $4 million. The increasing travel receptiveness of the Western European and American people has created a vast

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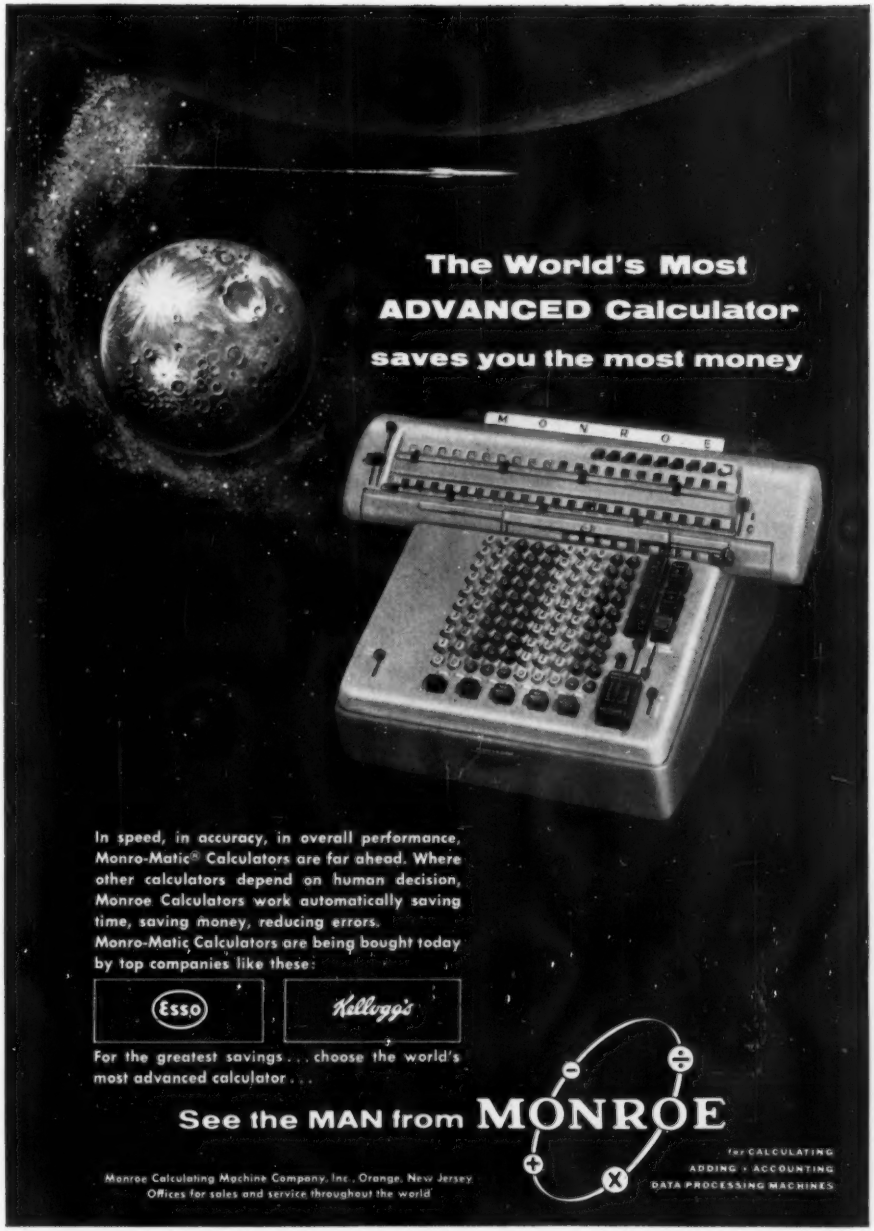
network of our own offices and agents for arranging tours all over the world. The day will undoubtedly come when Bennett Tours U.S.A. will provide services to European tourists visiting the U. S. At present, however, our five offices in the U. S. (New York, Chicago, Cleveland, Los Angeles and San Francisco) are busy satisfying the demand for travel from this country. Tours are planned for congenial groups of people who have a specific interest in common: a farmers' tour, college study tour, culinary tour, educational tour, a tour for housewives, etc. Since American industrial organization follows and shapes the social pattern of this country, travel plans have been drawn up to comply with the interests of industry. These include travel for incentive program awards and advertising contests, conventions and sales meetings abroad, vacation travel plans for employees and group trips for travel clubs.

Since the large majority of tourists travel in the summer months, a flexible system is needed to cope with sudden expansion in the rush season. An assembly line method has most often been used. The arrangements necessary for the operation of tours are varied and require several processes to be carried out. For this purpose, a tour folder is usually made and passed on from person to person. One person may be entrusted with ordering certain transportation tickets, another with hotel reservations and others with private car hire, preparation of vouchers, making alterations in the accepted schedule at client's request, drawing up final itineraries, checking final tour documents or the dispatch of them. Since all of these persons are performing a small part of the entity, they are able to learn their function in a relatively short time. As a consequence, inexperienced labor can be used during the busy season. At first sight, this system seems to solve the major problem.

However, many inefficiencies are

Bennett Tours uses two Auto-Typists in its New York office. The machines' cost was covered after only 3½ months' use.



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For More Information Circle No. 232

Teletype machines are used in each Bennett office to save communication time.

connected with an assembly line system in the office procedures of a travel wholesaler. No coordinating factor is found along the line of operation. Every operation is done without direct connection with the foregoing stages of activities. To perform his work satisfactorily, every employee is forced to study the folder history. Another difficulty is that the travel agent will usually direct his correspondence or telephone calls to the person whose name appeared last on the correspondence. This person may not be able to deal with the questions at all because they may come within the range of someone else's responsibility.

Practically everybody is supposed to check the work done during the previous stages. When an employee notices a mistake previously made by one of his colleagues, he may complain, "Am I supposed to *double*-check your work?" Also, a change in travel plans by the tourist, will upset the whole procedure. Generally the workers who handle the tour folder, in order to do their share of the work, only look for the data needed by them personally to perform their duties. They naturally tend to overlook any lines in the correspondence which refer to some other stage of the whole picture and mistakes resulting from decentralization of the work are often unnoticed while "double work" causes a considerable loss of time. If mistakes are noticed, a further loss of time results in rectifying them. A third point is that, generally speaking, too many people are employed when operating in an assembly line system.

Whereas a factory assembly line is based on the fact that every piece of work takes a known time to complete, this is not the case for a travel organization. Every tour is different and takes a different amount of time to process. In practice, an accumulation of tour folders at some place along the line of progress can hardly be avoided. If rush tours have to be processed,

A general view of the New York office of Bennett Tours, Inc.

they will upset the flow of work.

The preparation and presentation of tour documents in our organization is entrusted to a number of self-contained units, as follows:

1. THE ITINERARY EXPERT. As soon as an inquiry is received, this person investigates the possibilities of composing the tour. He outlines a suggested itinerary and a price is calculated. He then writes a letter to the travel agent from whom the inquiry originated, explaining the nature of the itinerary and other relevant information. Later he prepares the final itinerary after tour acceptance, incorporating therein detailed information as to times of departure and arrival, contact addresses and addresses of our own offices and agents. He is the head of this self-contained unit and, as such, is responsible for the work turned out by it.

2. THE TOUR OPERATOR. The relationship between him and the itinerary expert is that of a first mate to his captain. The tour operator carries out the correspondence with European offices and other sources which will render services to the traveler during his stay abroad, such as hotels, transportation companies, own offices or agents. He will also keep the American travel agent posted about the developments of the tour.

3. AUXILIARY LABOR consists of typists who do the routine work. They type itineraries, letters, vouchers and invoices. Here the use of modern office equipment has allowed full realization of our system's benefits.

The self-contained unit system has

(Continued on page 126)

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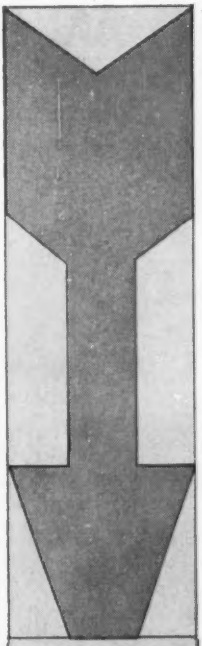

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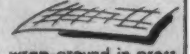

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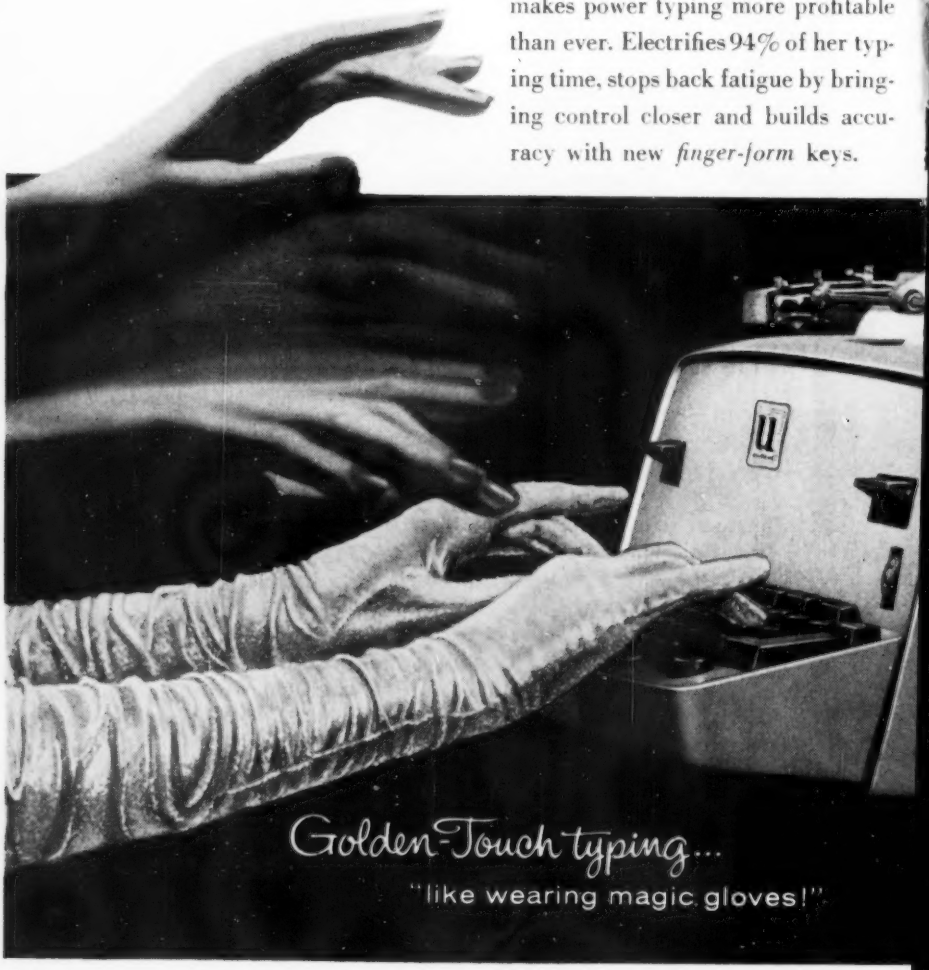

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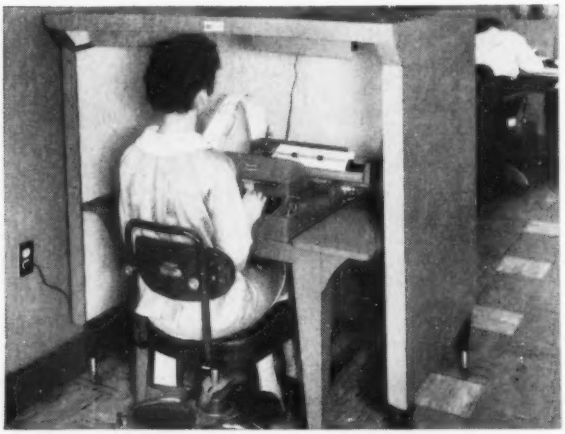
For More Information Circle No. 271

A Preretirement Counseling Program for Smaller Offices

MAURICE F. RONAYNE, Chief, Procedures & Methods Division, U. S. Federal Mediation & Conciliation Service, Washington, D. C.

THE FEDERAL Mediation & Conciliation Service is an independent government agency employing about 350 people in Washington and other cities across the country. The service has the basic responsibility of assisting labor and management in settling disputes. Like many other small organizations, we do not have a large budget on which to draw for staff functions. Hence, when the agency embarks on a new phase of personnel program planning, it must closely watch the amount of money to be expended.

Joseph F. Finnegan, director of the service, has always kept the organization alert to new personnel practices which might be adopted. In particular, he has long advocated that private and public enterprises alike should develop more effective plans to prepare employees for a happier and more productive retirement. Putting theory into practice, Mr. Finnegan, at the first of this year, gave full authority and encouragement to his top officials to initiate a preretirement counseling program for the mediators employed by the service. The mediators are our line operators who meet with labor-man-



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For More Information Circle No. 230

agement representatives and groups to assist in solving disputes and controversies.

To begin the program, each mediator, who had expressed intention to voluntarily retire within the following 12 months and those whose retirement was mandatory under the law, was written a personal letter by the director and invited to attend our first preretirement conference. All those who were invited agreed to attend.

The theme of the program was that the participating mediator was *not* "retiring from" his job but that he was "retiring to" another fruitful and interesting stage in his life. With this theme established, plans were made and assignments given. One man scheduled the program, reserved large and pleasant conference rooms for the sessions, drew up an agenda, and made arrangements for a Dutch treat luncheon at a local restaurant on the first day of the conference.

A second person prepared a preretirement kit of printed reference mate-

"My son, Hobart, is going to start here at the bottom for a few days."

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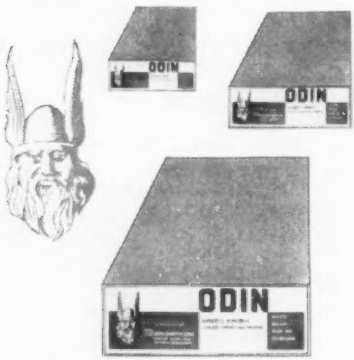

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rial for distribution to each preretiree. He selected literature on the subject of retirement published by both private firms and government agencies. After a review, about 20 different pamphlets were included in each kit. Most of the booklets were obtained free from government agencies and insurance companies (see list below).

This same individual also arranged

BIBLIOGRAPHY

These pamphlets were used in the author's preretirement counseling kit and may be obtained from the following publishers:

Aging, a Community Responsibility and Opportunity, U. S. Dept. of Health, Education and Welfare, Washington 25, D. C.

The Golden Age, Books of interest to older readers, Public Library of the District of Columbia, Washington 25, D. C.

Growing Old Gracefully, John Hancock Mutual Life Insurance Co., Boston.

Housing for the Elderly, U. S. Federal Housing Administration, Washington 25, D. C.

Looking Forward to the Later Years, U. S. Dept. of Health, Education and Welfare, Washington 25, D. C.

Making the Most of Maturity, John Hancock Mutual Life Insurance Co., Boston.

Older People and Their Housing Needs Housing & Home Finance Agency, Washington 25, D. C.

Once in a Lifetime, National Assn. of Retired Civil Employees, 1625 Connecticut Ave., N.W., Washington 9, D. C.

Preretirement Manual, Senior Citizens of America, 1129 Vermont Ave., N.W., Washington 5, D. C.

Your Federal Income Tax, Chapters 18 and 19, 1958 edition, U. S. Internal Revenue Service, Washington 25, D. C.

Your Retirement System, U. S. Civil Service Commission, Washington 25, D. C.

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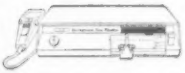
NEW **DICTAPHONE**  **TIME-MASTER**

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to have both our own personnel, and outside people familiar with retirement problems, speak at the group sessions. Speakers were selected from outside our agency on the basis of their experience in the area of preretirement counseling and the ability to speak in general about retirement rather than to expound on specialized areas of retirement. The conference was scheduled for three days, with each morning and afternoon session lasting up to three hours.

Our conference began with luncheon at a local Washington restaurant on January 15. Preretirees, the director of the service, top management officials, and national office staff members attended. It was here that preretirees and management men "let down their hair" and talked freely about the job and our agency. After lunch, each preretiree mediator said a few words about his experiences in the service. Later the director spoke of the appreciation that he and the service had for the work done by the preretirees. He emphasized that they would be missed.

Just before the beginning of the formal sessions in the conference room, a group picture was taken of preretirees and top management members. Later this photo and an accompanying news story appeared in the employee newsletter.

At the formal sessions, national office employees of our agency spoke to the preretirees about retirement privileges, the amount of pension to be expected by each individual, continuation of life and health insurance, other possible sources of pensions or income, and similar matters. One national office em-

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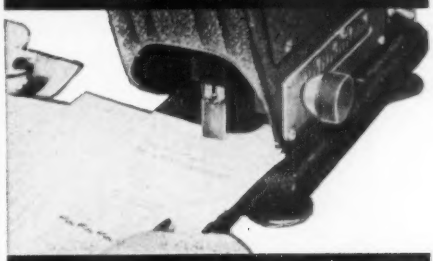

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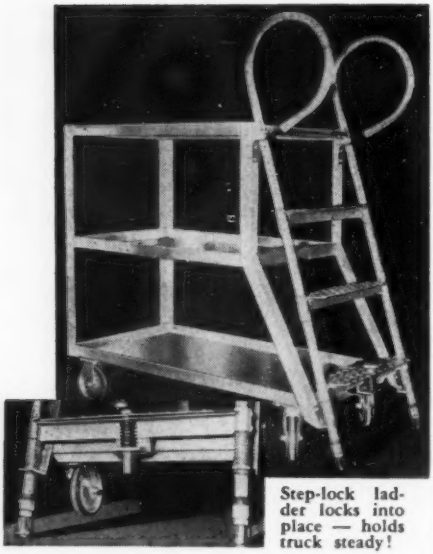

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ployee showed how to compute an annuity, and how to complete the necessary retirement application forms to provide protection for both the mediator and his dependents. The preretirees were told that they might be able to return to work as part-time mediators if their special talents were needed in a particular situation or if there was a sufficient workload. In addition, preretirees received information and suggested study material to allow them to continue their work careers in the field of arbitration if they wished.

Perhaps the highlight of the formal conference sessions was the appearance of two top-notch experts on retirement problems. Each of these men quickly established a friendly relationship with the preretirees, undoubtedly because each one had faced retirement and shaped it to his own desires. Dr. Joy Elmer Morgan, president, Senior Citizens of America and a retired educator, showed how to prepare for retirement problems by keeping busy with new interests such as hobbies, joining in community-help organizations, and by working part-time. L. Clark Schilder of the National Assn. of Retired Civil Employees, a retired Federal attorney and administrator, told of the benefits a retired civil servant enjoys when he joins a local chapter of NARCE and meets fellow citizens with interests similar to his own.

At the end of the formal sessions and the conference, each preretiree was encouraged to call upon the agency at any time, before retirement and afterwards, if he should need help to complete his retirement plans. At this point, each participating mediator expressed

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his appreciation for having received such excellent treatment and help from the service. Later many of these men wrote letters of thanks to our director.

One surprising and most important fact that our management learned from the preretirement counseling session was that people who are planning to retire, want to be prepared for it. The myth that the word "retirement" is an anathema was destroyed when the participants showed a continuous interest in being educated to retire to a satisfying and productive way of life. Today, with the population of our nation growing older as medical advances continue, there is a definite need for both private and public organizations to plan preretirement educational programs for employees.

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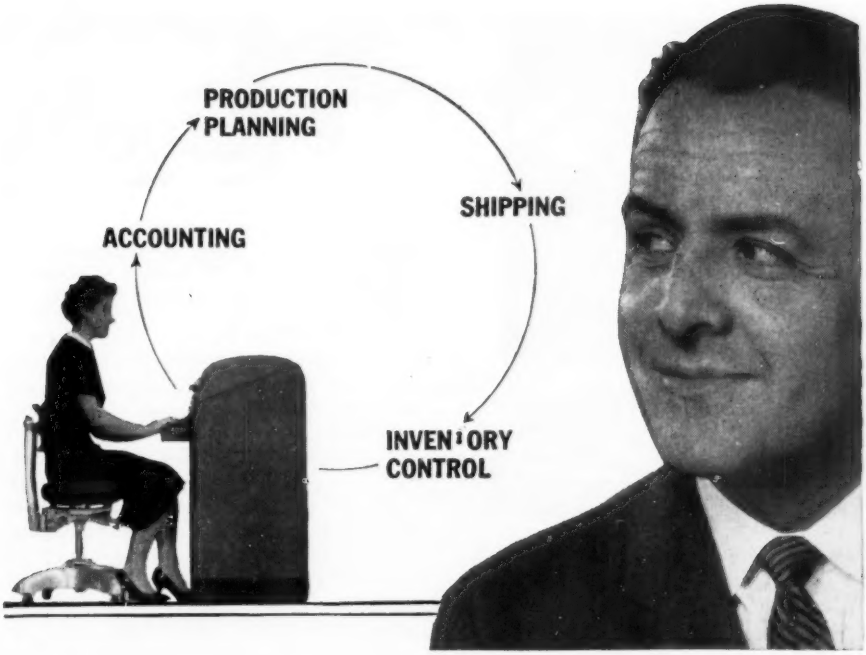

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CASES IN HUMAN RELATIONS IN MANAGEMENT by Richard Calhoon, E. William Noland & Arthur Whitehill Jr. McGraw-Hill, 330 West 42nd St., New York 36, 444 pp., $6.

A collection of 75 short human relations cases touching on the problems people face in the day-to-day life of any organization. The cases vary in complexity and in scope. Most of them were submitted by officers in business and industry taking part in the executive program at the University of North Carolina. Questions at the end of each case help in stimulating group discussions of the case.

ADMINISTRATIVE SYSTEMS ANALYSIS by Irene Place. Bureau of Business Research. University of Michigan, Ann Arbor, 83 pp. $4.

The author, a professor of office management, interviewed systems analysts in 54 firms in 14 cities to determine the status of systems analysts, their duties, to whom they report, at what level they function, and what their problems are. This book would be particularly useful to a college student planning a career in systems analysis.

HUMAN UNDERSTANDING IN INDUSTRY by Dr. William C. Menninger & Dr. Harry Levinson. Science Research Associates, 57 W. Grand Ave., Chicago 10, 112 pp., $2.25.

A handbook on human relations for all persons in supervisory capacities, from supervisor to corporation president. Written by two members of the Menninger Foundation, the book presents a down-to-earth view of how the human personality functions. The authors cite a wide variety of personality problems and how to deal with them.

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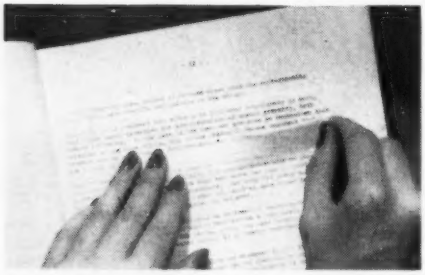

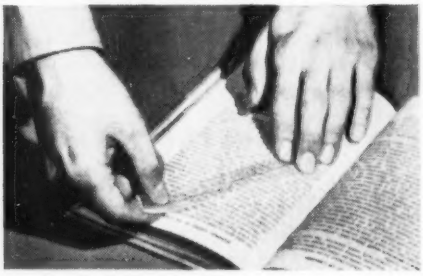

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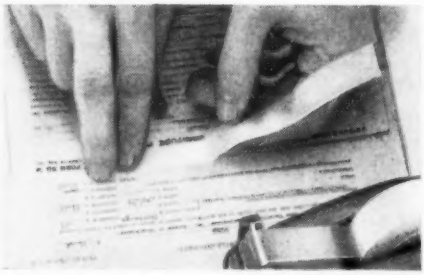

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PRACTICAL APPLICATIONS OF ACCOUNTING STANDARDS by Carman G. Blough. American Institute of Certified Public Accountants, 270 Madison Ave., New York 16, 480 pp., $6.

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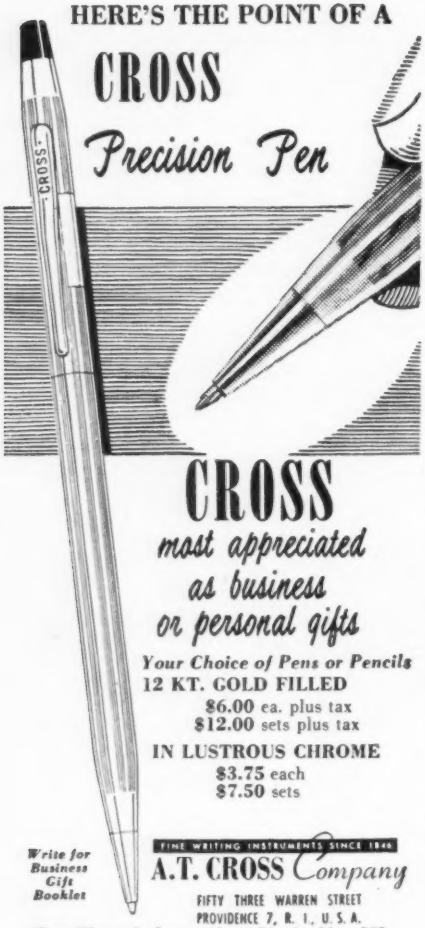

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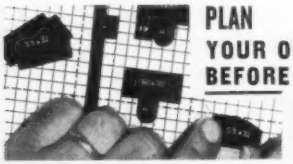

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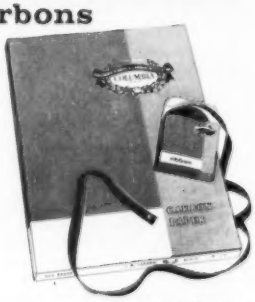
"We couldn't even decipher *our own* ciphers, so blurred were balance sheet copies three and four," said Asset to Debit.

"No longer is ledgerdemain our liability—all credit to Debit," cried Credit, "for switching our business machines to Columbia Ribbons and Carbons!"



Columbia* RIBBONS AND CARBONS

COLUMBIA RIBBON & CARBON MFG. CO., INC., GLEN COVE, N. Y.
COLUMBIA RIBBON & CARBON PACIFIC, INC., DUARTE, CALIF

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HEADQUARTERS OF C. S. Hammond and Co., in Maplewood, N. J.

THIS NATIONAL CASH REGISTER provides complete cash and inventory control.

NATIONAL ACCOUNTING MACHINES are easy to use, making it easier for C. S. Hammond and Co. to train new employees.

C. D. HAMMOND, President of C. S. Hammond and Co.

"Our *National* System

saves us $7,100 a year...

pays for itself every 11 months!"—C. S. Hammond & Co., *Maplewood, N. J.*

"We use a National System to handle all of our accounting work," writes C. D. Hammond, President of C. S. Hammond and Co. "Our National Bookkeeping Machines have greatly increased the efficiency of our operation, thereby making an important reduction in our operating costs.

"And we use a National Cash Register in our New York retail store, too. We find that customers are pleased by the printed, itemized receipts issued by our National. We like the protection it gives us by automatically recording each transaction—cash or charge.

"Our overall National System makes great savings for us in time and in money. In fact our Nationals save us $7,100 a year, pay for themselves every 11 months!"

Carl D. Hammond
President of C. S. Hammond and Co.

Your business, too, can benefit from the increased efficiency and economy made possible by a National System. Nationals pay for themselves quickly through savings, then continue to return a regular yearly profit. For complete information, call your nearby National representative today. He's listed in the yellow pages of your phone book.

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ADDING MACHINES • CASH REGISTERS
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THE NATIONAL CASH REGISTER COMPANY, Dayton 9, Ohio
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See these files at the
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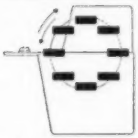
in the world's newest mechanized

ROTARY FILES

by DIEBOLD



Records revolve in upright position . . . travel shorter way to working level.

Use present records. No punching. No guiding area lost to clear retaining devices.

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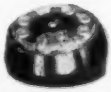

Optional 2-way controls speed records into working position.

For automating the handling of active records . . . investigate the unprecedented posting and referring advantages introduced by the new Diebold mechanized Rotary Files. They ***accommodate*** existing records on any grade of card or paper stock . . . ***eliminate*** punching and transcribing . . . ***save*** up to 50% in time and space costs. There are 26 models of Diebold Mechanized Files for meeting all requirements in record sizes, volume and activity. Note how extra knee room is provided by swept-back design. Write today for descriptive literature on the world's newest and finest mechanized Rotary Files. DIEBOLD, INC., CANTON, OHIO.

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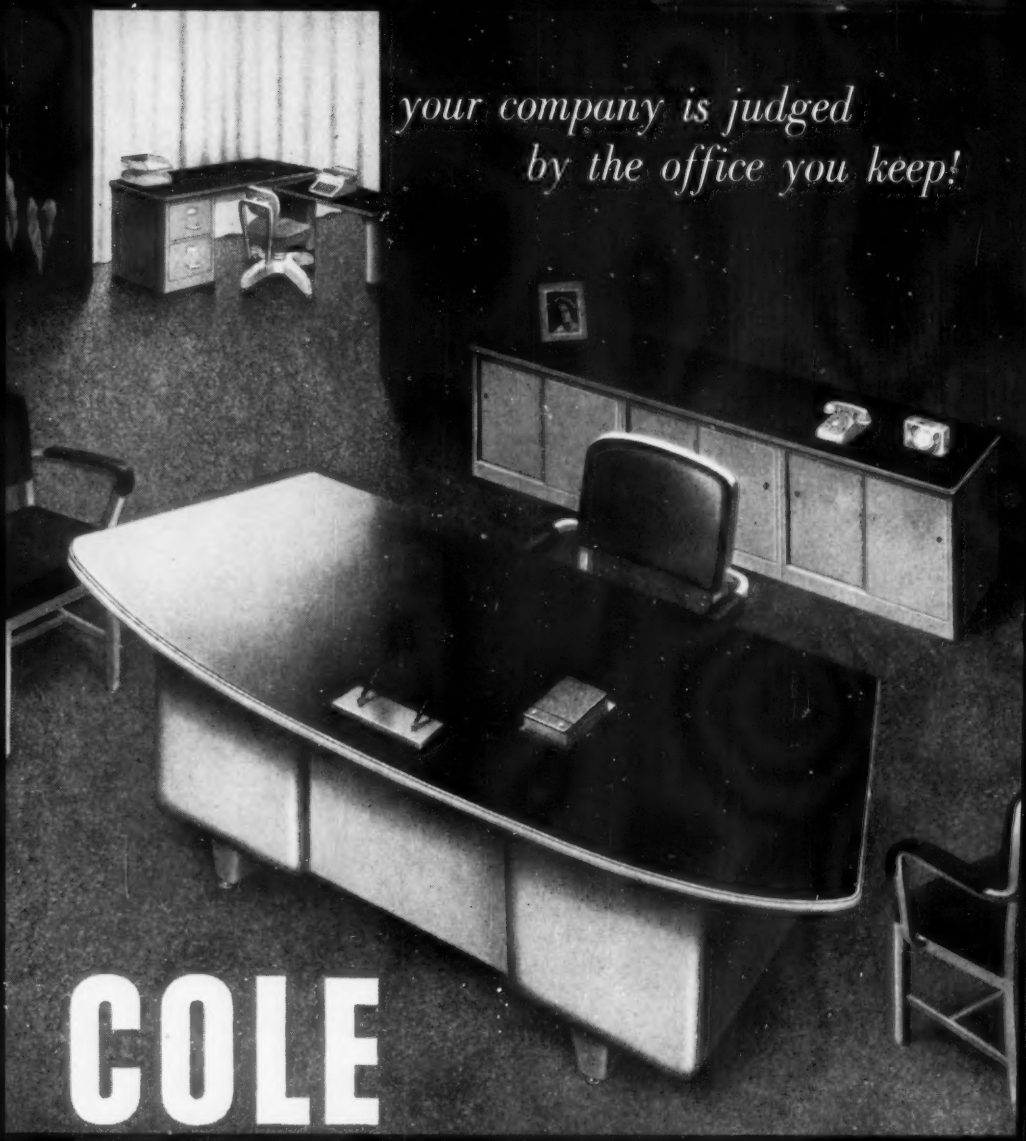
OFFICE EQUIPMENT

N-578-DI

Diebold, Inc., Dept. OE- 124 Canton, Ohio
Please send complete details about your new Rotary Files for our_____records.
Firm_____
Individual_____**Title**_____
Street_____
City_____**Zone**_____**State**_____

For More Information Circle No. 209



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For More Information Circle No. 206

← For More Information Circle No. 207

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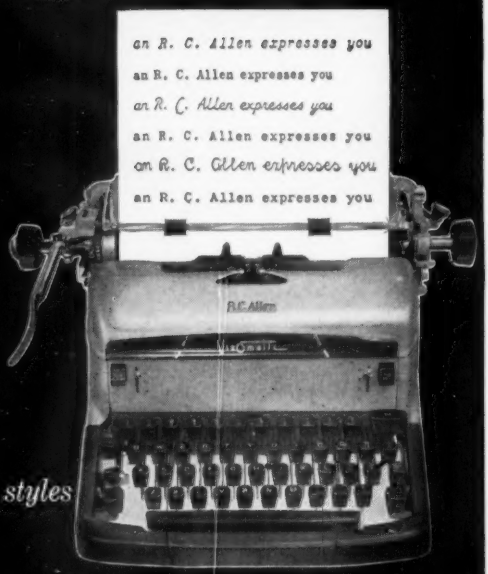

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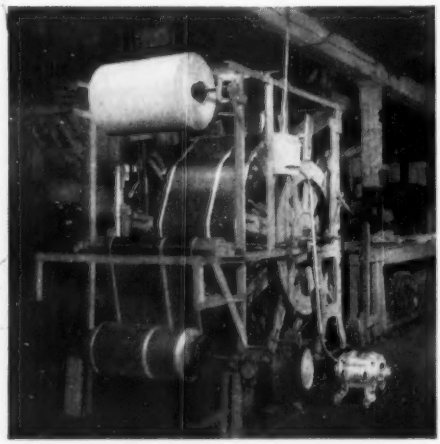
VARIETY

in the manufacture of carbon papers . . . as well as the widest assortment of inked ribbons available anywhere for every type of office machine.



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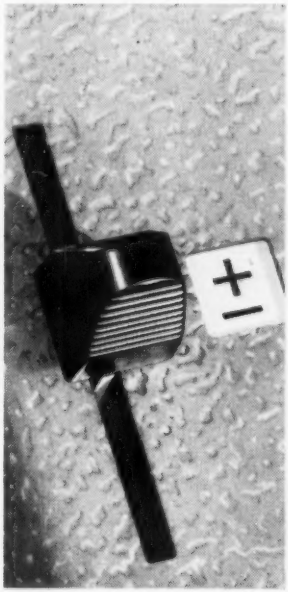
DUPLICATING PRODUCTS THAT REFLECT YOUR GOOD JUDGEMENT

Victor's new, completely automatic printing calculator with the

New Simpla-Key

Lets you automatically multiply, add, subtract, or divide with a flick of One Key!

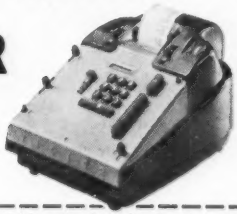
Flick Up to Multiply



Center to Add, Subtract

Flick Down to Divide

VICTOR Automatic Printing CALCULATOR



Imagine! Multiply, divide, add or subtract with the new Victor Calculator—all automatically! Just flick the Simpla-Key—enter figures as you'd write them—and the machine does the rest. Unbelievable!

A printed tape, with a true symbol, identifies figures entered and operation performed. See the unique Victor Calculator today. Convenient terms. See "V" for Victor in the adding machine section of the Yellow Pages.

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Send me complete new brochure on Victor Automatic Calculator.

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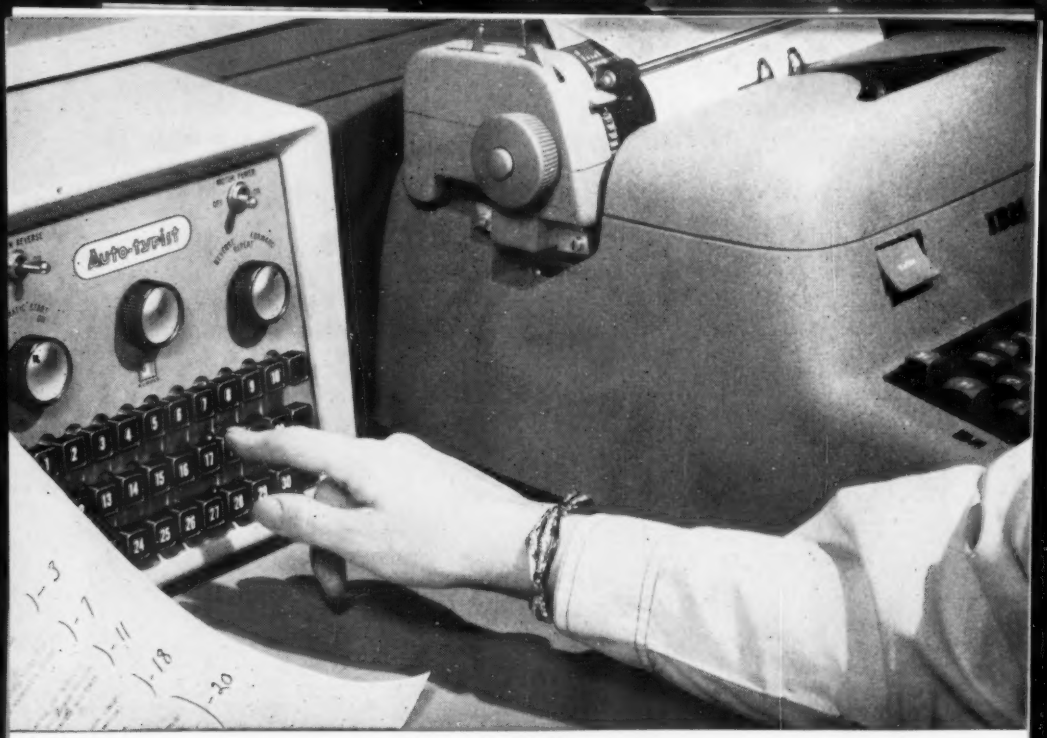


Auto-typist hits letter typing right on the button

Push-button automatic typing is bringing automation to the handling of office correspondence. Now typists push buttons instead of keys, and Auto-typist machines take over and do the typing. They do it in marvelous fashion, too—turning out letters at 2½ times the speed of the fastest typist—neat, erasure-free, error-free letters that are as personal as your signature.

Well over half of general office correspondence is routine—or can be standardized. Sales letters, order acknowledgements, answers to inquiries, and collection letters are only a part of the correspondence that can be handled faster, easier, and more economically by Auto-typist. One typist can turn out 100-125 letters each day with an Auto-typist—3 to 4 times normal manual typing output.

How Auto-typist works—Precomposed letters and paragraphs are perforated on a wide paper roll. This perforated roll operates the typewriter keys. As much as 250 lines of copy can be stored on one roll. Twenty to thirty complete letters can be prepared, or a series of paragraphs which can be combined to make up dozens of letters.

Salutations are manually typed. Then, by pushing the button or buttons that correspond to the letter or paragraphs desired, Auto-typist automatically picks out the letter wanted, or assembles the paragraphs in the order desired, and types each word as if it had been done by hand. Manual insertions of personal or variable data can be made in any part of the letter.

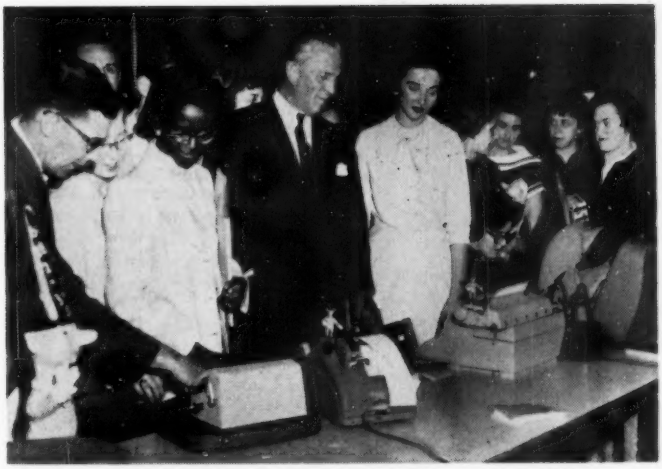
Present users include banks, manufacturers, insurance companies, hotels, publishers, retailers, fund raisers. Applications range from general correspondence typing to specialized uses such as new account promotional letters. The complete story is yours for the asking. Just write us on your letterhead.

For More Information Circle No. 204

Auto-typist

AMERICAN AUTOMATIC TYPEWRITER CO., 2323 N. PULASKI RD., CHICAGO 39, ILL. • MANUFACTURERS OF AUTO-TYPIST, COPY-TYPIST AND CABLE-TYPIST

Camera!



High school students from Dayton, Ohio, in New York on a tour sponsored by the Dayton Council on World Affairs, received a practical lesson in international trade as guests of Facit, Inc., national distributor of Swedish-made business machines. Erik A. Ohlsson (center), president of Facit, demonstrated the Facit typewriter, calculator and Odhner adding machine.

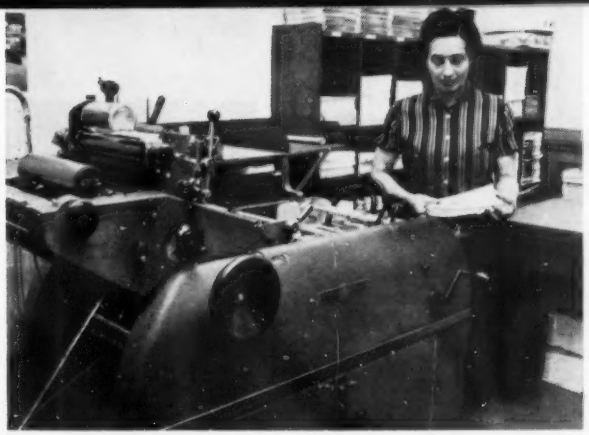
Mary M. Smith, a secretary at the Redstone Missile Division, Huntsville, Ala., was named Miss Secretary of 1958. Her grand prize, a Smith-Corona electric portable typewriter, was presented by Robert Sneden, vice president, National Assn. and Council of Business Schools, who sponsored the competition.

Furniture Producer's Order-Billing System

Nichols & Stone, furniture manufacturer of Gardner, Mass., has adopted a procedure which has reduced open orders by 25%; cut down by half the number of shipments required to fill the average order; stepped up internal processing of order and sales data. The Keysort card system is made by Royal McBee Corp.

Each incoming order is typed on an offset master, listing customer and address, style and finish of chairs ordered, quantity and price per chair. From the master, the following forms are reproduced: acknowledgment copies for customer, salesman and sales manager; order-control Keysort card; item control Keysort card for each style and finish of chair on the order; Waxspot shipping release form; shipping labels; billing master to duplicate invoices.

The Keysort cards provide for both sequence sorting and direct sorting. Daily, new order control and item control cards are punched for style, finish, customer code, and order number. Order analysis reports are tabulated and quantities posted daily to McBee unit analysis reports for fast re-capping of data on a semi-weekly basis. Charles C. Fenno and his assistant (at right) cross check the cards in the two major files, item control and order control. (See page opposite.)



From the order master, the Multilith duplicator prints acknowledgements, Keysort cards, a shipping release, shipping labels and a billing master for duplicating invoices.

After receiving a shipping release form, the shipping department selects the previously printed shipping carton tags to go with the merchandise.

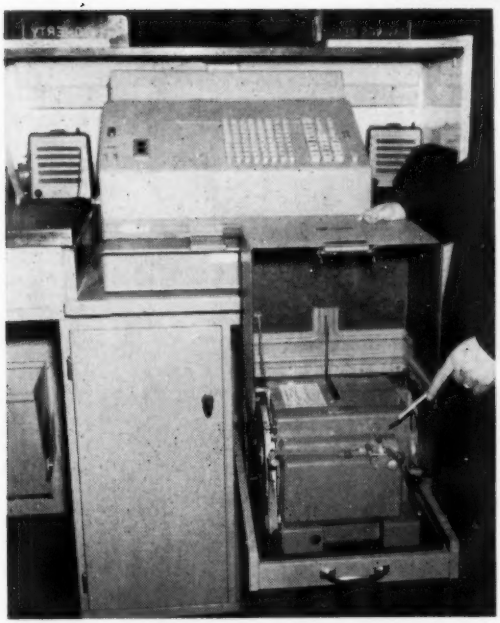
Carlton E. Nichols (right), president of Nichols & Stone, in the shipping department where clerk is checking the items listed on the shipping release form.

Two electric Roto-files, made by Mosler Safe Co., replaced tub files in the collection attorney's office of the New York Telephone Co. in Brooklyn. Files hold 150,000 3″ x 5″ card records of subscribers who have failed to close out final bills, according to Joseph M. Gleeson, collection attorney. The Roto-files save space and are easier for clerks to use.

The world's largest commercial office building, which will adjoin New York's Grand Central Terminal, will have more than 3 million square feet of space on 50 floors, and cost an estimated $100 million. To be known as Grand Central City, it will be erected by Erwin S. Wolfson, Herbert Scheftel, Stuart Scheftel and Alfred G. Burger. Emery Roth & Sons, architects, have designed the building which is scheduled for completion in 1961 by Diesel Construction Co., general contractor.

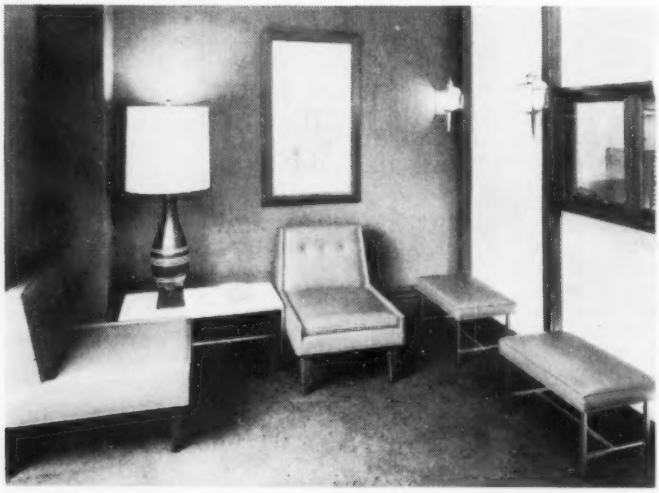
Automation Eliminates Ledger Cards

Automated window posting is used by Franklin Society Federal Savings & Loan Assn., New York, designed around National Class 42 window posting machines equipped with punched paper tape recorders. Conventional ledger cards have been abandoned. Information entered by tellers in the window machines is automatically punched into a paper tape beneath the counter. The tape is processed later in the bookkeeping department.



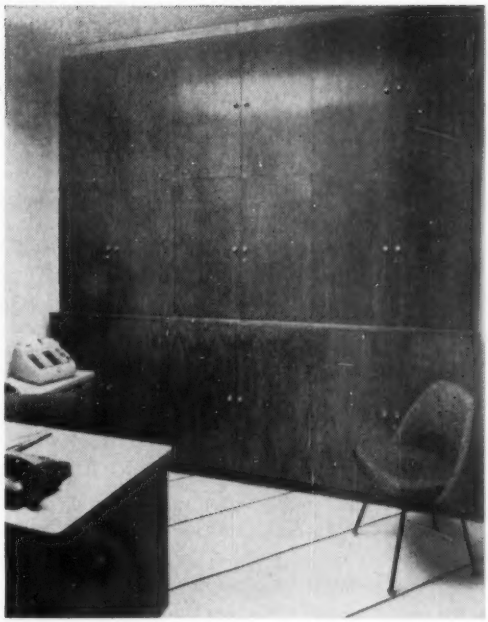
Punching mechanism of tape recorder. If one of the tape punches should fail to perforate the tape, a parity-check feature instantly stops recorder and locks entire system. The teller is signalled and a punching error is detected at the source. Another electrical feature (answer-back) insures that all necessary information about the transaction is punched into the tape.

Decorating for Friendliness



Aware of the public relations value of office decorating, Milton J. Calner Co., Chicago real estate firm, commissioned Robert Lindenthal to decorate its offices to reflect the company's long established reputation for warmth and friendliness

The subdued pattern of the beige wallcovering gives this small secretarial office an air of spaciousness. Small scale furnishing and translucent glass wall panels add to the feeling of roominess. Robbins white vinyl hard surface flooring separates the office from main traffic lanes. Desk is by Arnot-Jamestown, chair by Knoll, light fixture by Lightolier. (See page opposite.)



This walnut storage wall is typical of how attractive use is made of all available space in the offices. These cabinets are used for records storage. The colors of the office machines are an important part of the decorating scheme.

A built-in wall in the president's office includes a Dwyer sink and kitchen unit. Also in the wall are a television set, high-fidelity record player and storage space. The walls are covered with walnut parquet and grass cloth.

Bell Boy, a French poodle owned by Mr. and Mrs. Ed Toepfer, Toepfer Safe & Lock Co., Milwaukee, helps out around the store as a demonstrator. Bell Boy here proves the roominess of a Meilink Hercules VL-8K fire-resistant vault. The dog often sits in the store's window, causing passers-by to look at the merchandise on display.

The problem of how to get private offices without additional heating, lighting and ventilation costs was solved at Long Island's Mitchel Air Force Base with the installation of 68"-high Partitioners by the Marnay Sales Division of Rockaway Metal Products Corp., New York. The Partitioners increased clerical production by keeping traffic from work areas.

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The economy-priced copying machine that produces 2 copies from 1 negative.

Fast, exact, amazingly economical! No other machine equals the PHOTORAPID. Saves up to 75% of paper work—absolutely no waste! The Swiss-designed, made-in America PHOTORAPID copies anything written, printed or drawn . . . whether printed on one or two sides, opaque or translucent paper and in any color.
And it delivers TWO copies from each negative. Combining every operation, it performs in any light, one knob simplifies use.
All copies are permanent and legally acceptable.

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"For friendly shopping"

REGNA
Cash Master
"The Dream of every Retailer"

Revolutionary new streamlined Cash Register, with automatic, itemized receipts, numbered and dated, stamped with the Firm's name; accumulating automatic customer counter, as well as built-in adding machine.

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OUTSIDE CONTINENTAL U. S.: Jorgen S. Lien, Box 507, Bergen, Norway

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REGNA CASH REGISTERS INC.,
175 Fifth Avenue, New York 10, N. Y.
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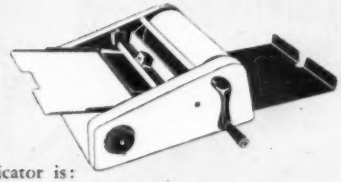
SADA SPRINT

is portable

it can be removed from one office to another
everywhere there is
a typewriter and the need of more copies.



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- completely close
- the spirit is hermetically contained in the suitable tank

Your secretary will use it with pleasure, without any difficulty
and without being smudged:
easy to operate adjustable for printing on any range of paper
ensures the even clearness on any part of the copy

FEATURES:

- automatic engagement of the master,
- immediate and micrometric printing displacement
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TIFFANY

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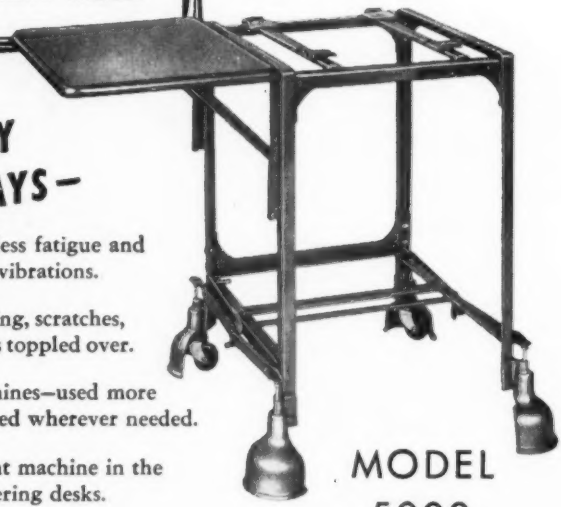

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For More Information Circle No. 205

Two letters

FR

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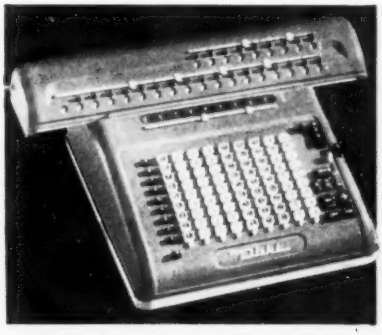


Rely on **Diehl**

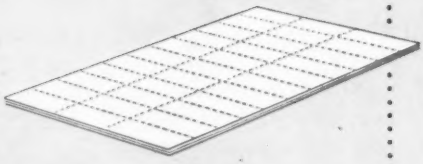
DIEHL RECHENMASCHINENFABRIK · NÜRNBERG · STEPHANSTRASSE 49

For More Information Circle No. 227

You can fill all your multiple mailing needs with **the Dennison Line of Addressing Labels**

SHEETS

The standard addressing label — for typing or duplicating. 33 pin-perforated labels (2 11/16 x 1") on 8½ x 11" sheet. No lint; no pods. Type 33 labels with one insertion. White, blue, buff, salmon, canary, cherry, green. In 25 sheet or ream packages.



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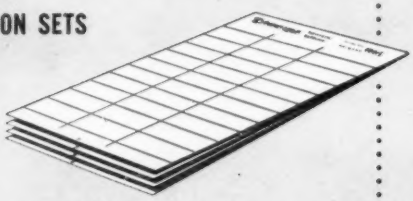
For follow-up mailings, use Dennison Carbon Set Labels — 4 sheets of couponed label paper collated with 3 sheets of one-time carbon. Quick, clean, easy. Labels stay lined up until snapped apart. 33 labels (2 11/16 x 15/16") on a sheet. White only.



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Dennison Addressing Labels come in continuous rolls of 1000 couponed labels, 3 x 1" or 3 x 1½", in a dispensing box. Accurate spacing allows labels to be typed with a minimum of adjustment. White only.

Dennison quality labels plus special Dennison gumming insure satisfaction.

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Framingham, Mass.

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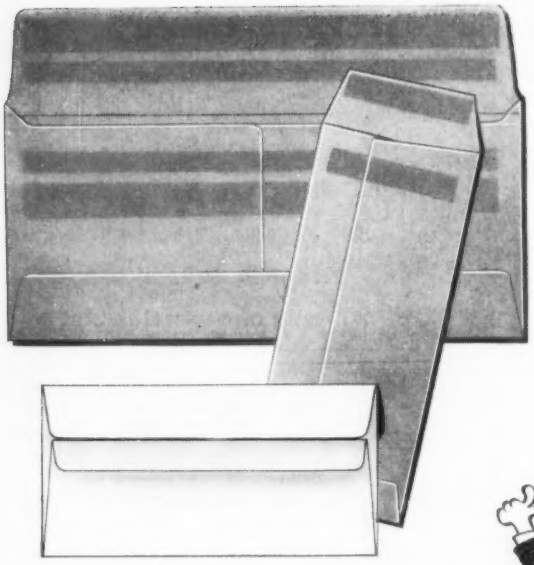
TO

To: McBee General Records Poster
Royal McBee Corp.
Westchester Avenue, Port Chester, N. Y.
Please send me complete information on the new General Records Poster.

*Name*_____
*Firm*_____
*Address*_____
*Type of Business*_____
*No. of Employees*_____

For More Information Circle No. 254



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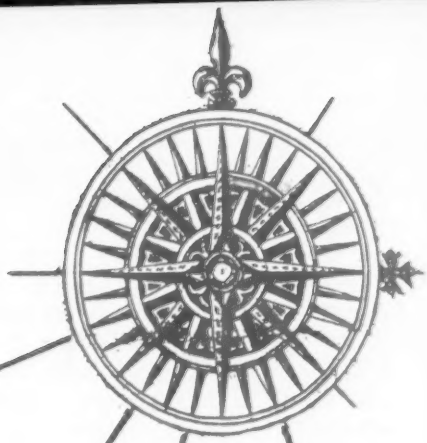


East-North: A Universal Address Coding System

WITHOUT STANDARDS, progress as we know it today would have been inconceivable. Now a standard has been brought forth in the field of location, a field which has been neglected these past two or three centuries. This location standard is called East-North, and it is described in a booklet, *Where Is Where*, by Ambrose Ryder (Box 384, Carmel, N. Y., $1).

Although the East-North Location System is new, it is based on the proven system of longitude and latitude, with these three variations: (1) a new point of origin; (2) two directions instead of four; (3) decimal numbers in place of degrees, minutes and seconds. East-North uses the south pole as the point of origin, and the 170° west longitude meridian (approximate international date line) as the zero line. This eliminates "west" and "south" and fixes the location of any spot on the earth's surface by means of only two directions: "east" and "north" (See Fig. 1).

The location of any spot is fixed by its distance east from the zero line and its distance north from the south pole, each in terms of hundredths of minutes. The degrees, minutes and seconds of long. and lat. of any spot on the earth's surface can be readily converted into the corresponding East and North numbers by simple arithmetic or by referring to simple tables which appear in Mr. Ryder's booklet.

In order that the public will not confuse "minute" of angular measure with "minute" of time, the former has been shortened to "min" for use in connec-

tion with the East-North location system. A min is about a mile throughout the more populated sections of the world, or at least between 50°s. lat. and 50°n. lat. An east-min is approximately 8/7-mile at the equator and gradually reduces to zero at the poles. At 42° north or south latitude, it is 6/7-mile. A north min is about 8/7-mile anywhere on the earth's surface. All East-North numbers are in terms of hundredths of minutes. The 1/100 min is called a "centimin." The centimin is a handy unit of measure for all routine address-finding purposes because it is approximately 50 ft.

The East-North location system is not intended to replace the system of longitude and latitude. There is need for both, each in its field. Nor will East-North addresses replace existing street-number addresses. East-North is offered as a supplementary location system: (1) for use in suburban and rural areas where today there are no addresses; (2) as a quick guide to help people find the hard-to-find street addresses, and (3) as a worldwide standard location code.

The East-North index for maps fixes the location of any spot on the map, like any coordinate system, to as fine a degree of accuracy as the map will permit; whereas the present A, B, C-1, 2, 3 index found on most maps merely establishes the zone of location. The A, B, C-1, 2, 3 index is of assistance in finding a town or any other name shown on the map, but it is of no use for finding the thousands of unmapped places such as homes and businesses, or for standardized location-designation codes which can be read by character sensing machines.

Originally, when *Where Is Where* was written, it was thought best to use two hyphens in the six-digit East-North numbers, as follows: 57-66-52E 78-55-38N. This is modern practice in many departments of government and business. However, having experimented with the two hyphens, it now seems best to use only one, as per Figs. 1, 2 and 3. Consequently, the full worldwide address of a certain building in Yonkers (Fig. 3) would be 57-6652E 78-5538N. These two numbers tell the location of that spot to within about 50 ft. and it is not necessary to name the city, state or county. For accuracy closer than one centimin, even to the fraction of an inch if desired, the numbers can be extended beyond the decimal point.

Since long numbers are unpopular, it has been decided to reduce the six-digit numbers exactly to half for all ordinary usages. This is accomplished by using the last three digits of each six-digit number and naming the city or village. For example, that address in Yonkers can be either 57-6652E 78-5538N or 652E 538N Yonkers. Most people will prefer the latter, which can be simplified still further to 652 & 538 Yonkers. These numbers are the ultimate of simplicity *and definitiveness.*

The advantage of an East-North address is that it is the *where* of the place, while a street number is merely a clue to the *where* of the place. With the former, the exact spot can be marked on any East-North map; with a street address, a person first has to find the street.

The first important use for East-

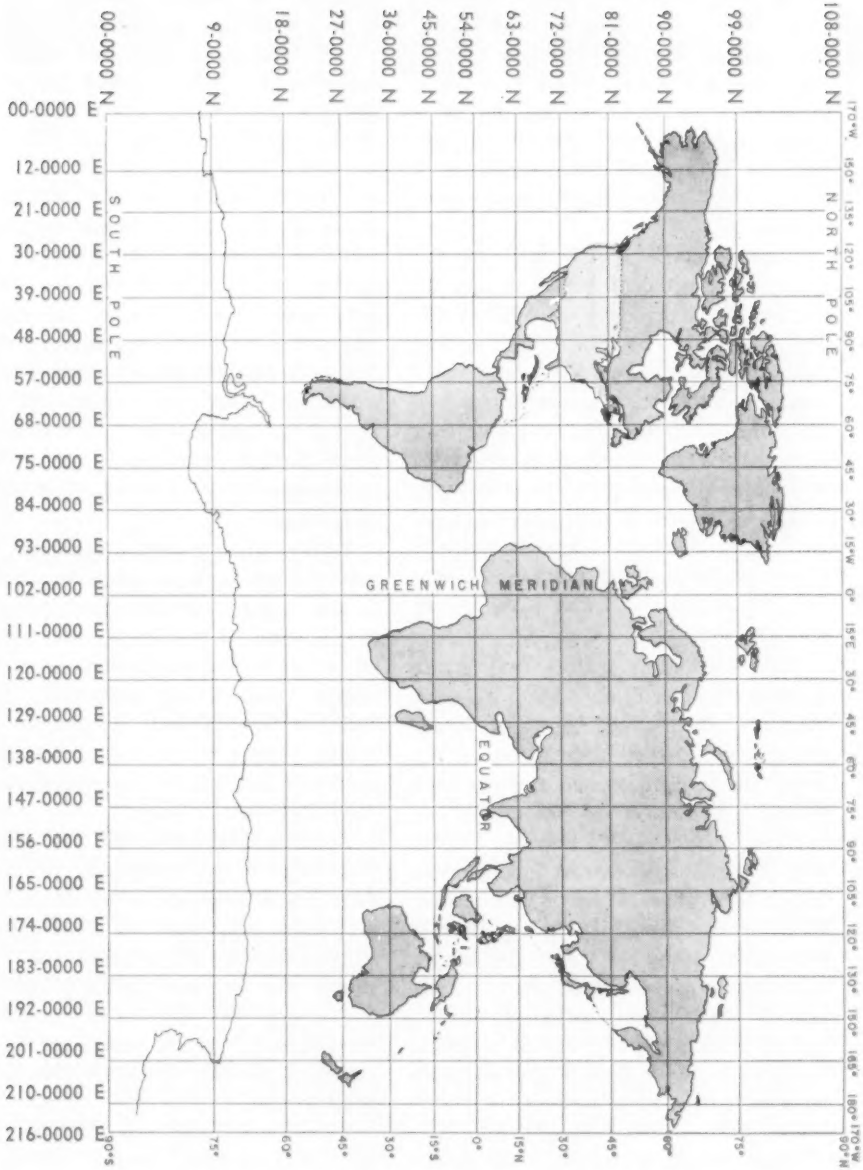


Fig. 1. The East-North location system in relation to longitude and latitude.

North will be to find places in areas where there are no addresses. With the EN address and an EN map, anyone can find any place whether it be a house or a vacant lot, on a highway or a thousand feet back. East-North will also be helpful in cities, to steer a stranger to some hard-to-find street address.

Another use for EN will be for quick calculation of distances and directions. If a person is at 350E 470N and wants to go to 750E 670N, he first subtracts 350E from 750E and quickly determines that the distance east is 400 centimins or four mins or about four miles. Then he subtracts 470N from 670N and learns that the distance north is 200 centimins or two mins or about two miles. Thus, in a few seconds, he ascertains both the distance and direction he has to go: about 4 miles east and 2 miles north.

The East-North system may make possible the electronic sorting of mail. The EN address will be typed either below the normal address or in the lower left or right corner, as designated by the Post Office. All EN letters can then be sorted electronically to the proper mail bags, at least in all of the larger post offices where it will be economical to install the comparatively expensive machines. When the outgoing mail bag reaches its first destination at some large distributing center, the mail can again be sorted electronically to the local post offices and substations.

The introduction of EN addresses will not eliminate the need for special machines which the Post Office now has in mind for the handling mail as presently addressed, because (1) a large percentage of the mail will always be hand-addressed and electronic detection has not reached the stage where it can read the poor handwriting of the average person; and (2) even the typed envelopes will fall far short of 100% display of EN addresses. However, East-North offers the possibility of some big savings because the handling of EN mail will be 100% automated for every stage of sorting where the machines can be economically utilized. EN mail sorting can be worldwide. There will be no problem in the machine handling of mail to or from foreign countries, because EN addresses serve as a universal language of location.

Today, when a person reports a fire over the phone, he is often too excited to give a quick accurate description of the location of the fire, particularly if he is out in the country on some unnamed road. Every second of delay adds to the fire loss. East-North will enable people in rural areas to report the exact location of any emergency in just a few seconds' time.

Fire departments, police and doctors will be able to urge people to attach their EN address to the phone or have it in plain sight near the phone. Then, when a person has to report an emergency, the fireman, police officer or doctor will ask for the EN address. Immediately, he will pin-point the location on his map and determine which route to take.

Telephone companies may someday be willing to place the EN address on each phone, in addition to the telephone number which they now place on the

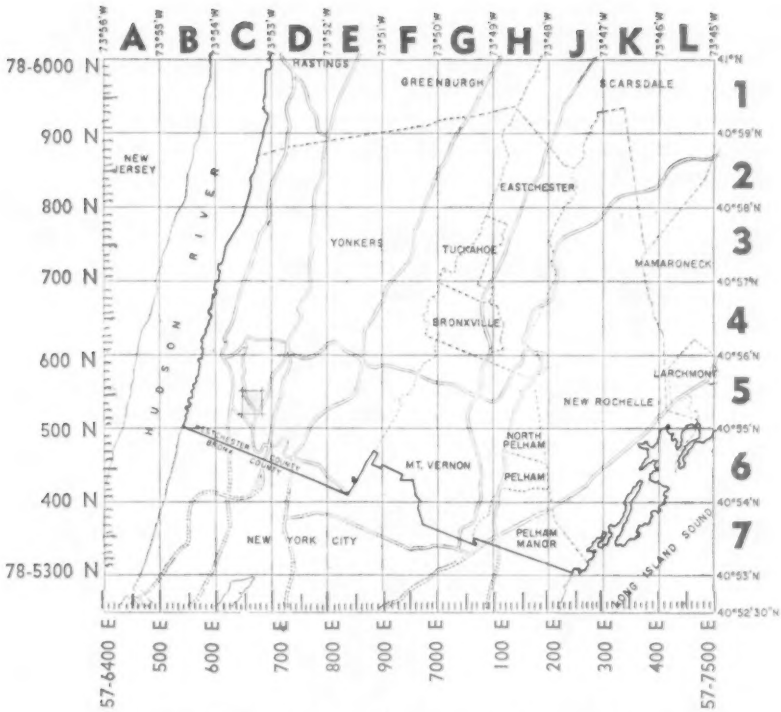


Fig. 2. Both styles of map indexes are shown for comparison.

phone, as an added public service. This would be a big help to the public, not only for the reporting of emergencies but, in directing taxi drivers, deliverymen and others.

EN addresses will also assist telephone companies in the delivery of new phone books to subscribers every six months. Very often, these books are delivered by contract, at a flat rate per book. One such contractor, who was familiar with East-North, said he could have delivered his books in one-quarter the time if he had had the EN address of each subscriber.

East-North adds expression to a map. Today's maps are ideal for *showing* the location of a house or other point of interest. But present-day maps offer no short, precise standard phraseology for *telling* the location of some spot, over the phone or in a letter. An EN map not only *shows* where, but *tells* where. Consequently, East-North adds language to a map and makes it as superior to the A, B, C-1, 2, 3 index map as the talkie movie was to the old silent movie. A precise map deserves a precise index.

East-North also adds to a map's use-

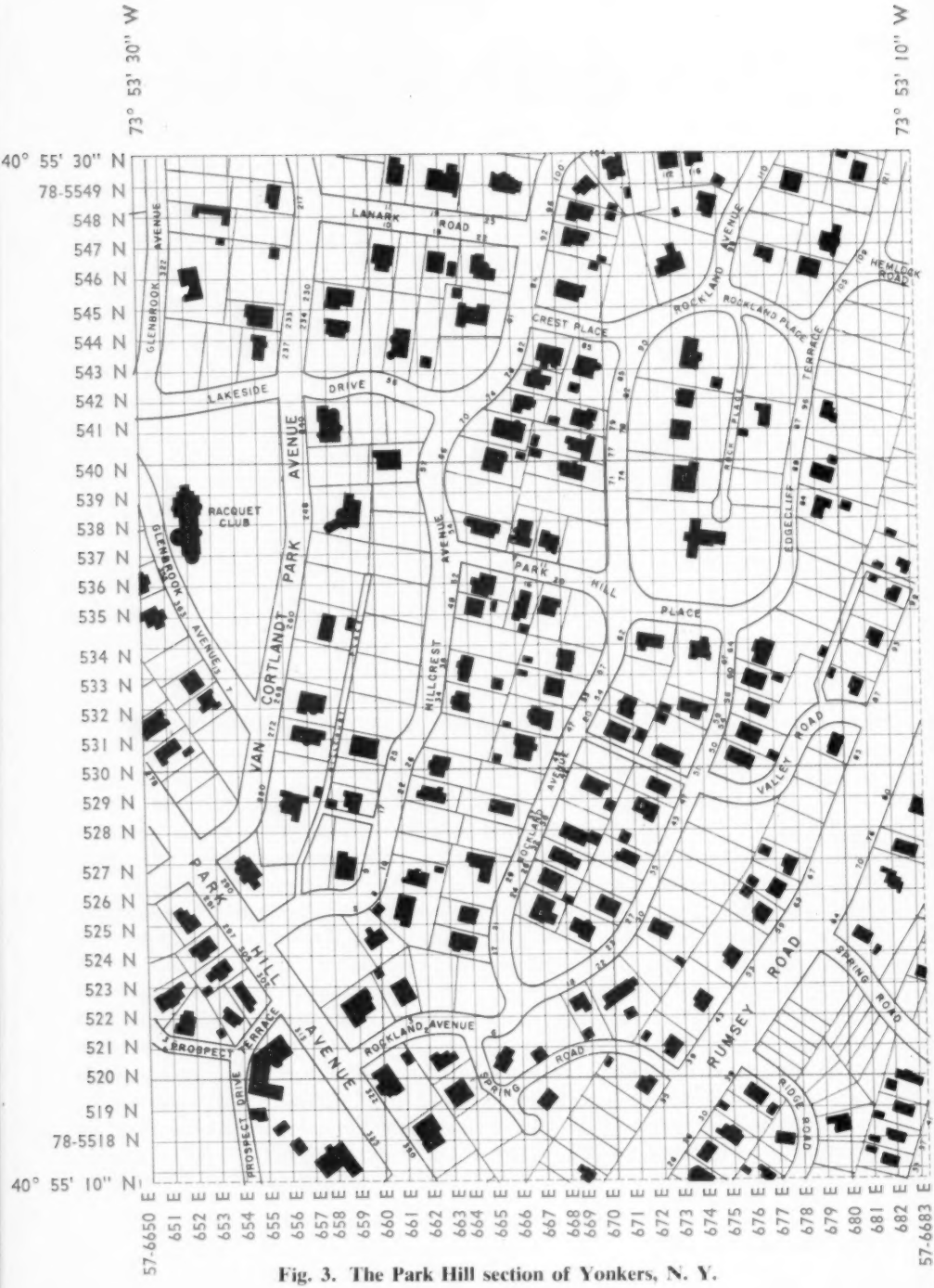


Fig. 3. The Park Hill section of Yonkers, N. Y.

fulness. The average detailed map of a large city and its suburbs probably shows three to five thousand items, such as roads, streets, boundaries, parks, public buildings, streams, etc. This is fine as far as it goes, but there are several hundred thousand additional unshown places, such as homes, businesses and churches which also are of great interest to the public. Since East-North permits people to designate the location of any place, whether mapped or unmapped, it increases the number of items which can be located on a map from 5,000 to 500,000.

With East-North it is possible to include in an index of streets and points of interest, far more streets, roads and points of interest than are shown on the map, even two or three times as many. Consequently, maps can be smaller, cheaper and less cluttered with minor roads, small villages and points of interest, and yet be more useful to the public because of the all-inclusive index.

East-North can introduce automation into mapping. Parcel delivery companies will be able to hand each driver an alphabetical list of the day's deliveries, together with a duplicated map showing the exact location of each delivery. Even a green driver will be able to make speedy deliveries without wasting time to hunt for addresses, whether in a city or in the country.

East-North is easy to introduce. Only those people will use it who want to of their own volition. Not even official action is required. EN can be introduced gradually and voluntarily by one municipality at a time, by one government department or line of business, or by one map reprint at a time; unlike adoption of the metric system or a new calendar, which would involve tremendous effort, astronomical expense and bitter opposition. There should be no opposition to East-North because it is purely supplemental and optional. It does not replace anything which might be dear to the hearts of sentimentalists.

East-North is the cheapest and easiest way to supply addresses to vast areas where today there are no addresses. The only cost is the gradual reprinting of existing maps, substituting the EN index for A, B, C-1, 2, 3. This expense the map companies would be glad to bear, as soon as there is any demand for EN maps, because it will mean an increase in map usage and sales.

It will be helpful to place EN numbers at important road intersections, and in front of houses, but these can come later. They are not essential to the introduction and practical use of the East-North system. EN addresses are permanent. They automatically harmonize across all city, county and state boundaries. With EN addresses, there will never be any future problem of having to change addresses when suburban cities and towns are absorbed into a growing metropolis.

East-North is considered the perfect *standard* location code for all branches of government and all lines of business. The EN address is its own location code and it eliminates the manual labor of allocating an arbitrary territory code to any record. EN can promote the standardization and coordination of location data throughout the world.

Electronic Machines That Handle British Mail

JOHN GRINDROD

CLAIMED TO BE the first automatic letter facing machine in the world, the latest member of the British Post Office's electronic staff, ALF, was switched on for use at Southampton, England, by the Postmaster General just before Christmas. It helped to cope with the Christmas rush at that important office, rearranging letters so that the stamps were all in one corner and facing the same way, ready for cancellation and sorting. Also included in the machine is a unit for postmarking.

Although experiments with machines using photoelectric cells for detecting the position of stamps on letters were started as long ago as 1937, the war brought this research to a halt and postwar concentration on other projects further delayed completion of an actual machine although the basic features for a satisfactory design had been established. Initially, it was hoped to use equipment that would not only pick out the stamp against the background color of its envelope, but which would also differentiate between the various stamp colors, enabling printed matter to be segregated for separate treatment.

Unfortunately, this method proved inadequate for practical purposes and research was then concentrated on the possibility of endowing postage stamps with some special characteristic which could be detected unerringly by the machine's scanning unit. Following trials involving the incorporation of strips of metallic foil, treatment with zinc and aluminum paper, impregnation with salt for electrolytic detection and ferric oxide for magnetic detection, the first experiments with graphite inks were made in 1956 and proved sufficiently encouraging for intensive studies to be made of this technique. Collaboration between the Post Office, Harrison & Sons Ltd., who print the current issues of British postage stamps to 1s. 6d., and Acheson Colloids Ltd., makers of dag graphite compounds, led to development of the substance being used for current trials. In the naphthadag used for laboratory experiments, naphtha was the principal liquid used to hold the graphite in suspension for printing, but more recent research has yielded other liquids with better printing qualities.

The graphite ink is printed in black lines 1/32″ wide, on the back of the stamp paper during their manufacture and, therefore, lies under the adhesive gum. The lines act as electrical conductors so that when letters carrying these stamps pass through a high voltage scanner, the current passes through the stamp, completes an electrical circuit via the lines and causes a recognition signal to be given. A single 2d. stamp, such as is used for printed matter, is printed with one graphite line. Stamps

of other denominations up to 3d. are printed with two. A single 2d. stamp, therefore, gives one signal and any other stamp or combination of stamps gives at least two, which is sufficient for the machine to distinguish between the lower paid matter and other mail.

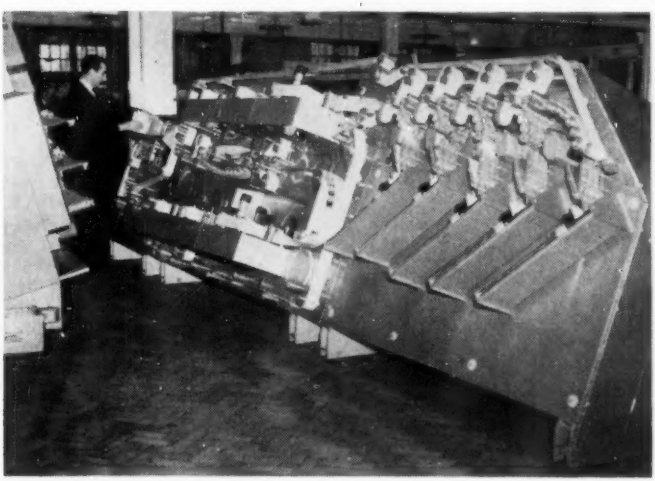
Designed to handle short letters of up to about 5″ by 7″ in size at the rate of over 300 a minute, the present machine measures 20 ft. long, 6 ft. tall and 5 ft. wide. It consists of three main sections: a feeder, a scanner, and a stacking and canceling section. The scanning section is made up of a single endless belt forming the main conveyor system of the machine. Two sets of scanning heads search an area along both sides of the bottom edge of the letters. There is also apparatus for turning the letters through 180°.

A letter passes through the first set of scanners on edge and, if no signal is given to show that a stamp has been found on the bottom edge, it is diverted from the stream and turned through 180° so that, by the time it rejoins the main stream to enter the second set of scanners, all the letters have their stamps at the bottom of the envelope. The second set of scanners then detects whether the stamp is on the leading (left hand) side or the trailing (right hand) side of the envelope and whether the letters are paid at the lower rate or not. According to the type of signal received from the second set of scanners, the stacking and canceling section date-stamps the letters and puts them in one of four stacks. If no stamp has been found, the letters enter a fifth or uncanceled stack to be dealt with separately.

Future possible developments in connection with this machine, on which research continues, include the use of invisible marking on the stamps. The graphite lines were adopted for present use to give the machine its earliest possible trials under live traffic conditions and are not, in any sense, regarded as a permanent feature of the system.

Also in use at Southampton, on

(Continued on page 100)



ALF, the British Post Office's electronic letter facing machine, in operation at Southampton, England.

Standard Address Coding for Integrated Mail Handling

DANIEL L. GRANT, Grant & Atkins, Inc., New York

THE POSTAL operation is not only large in terms of its annual budget, number of employees and items of mail handled, but it is unique in the comprehensiveness of its coverage in a territorial or a physical sense. Although people who create mail might be expected to do a part of assembly work incident thereto, the Post Office Department does almost all of the distribution service. In other words, it must reach every spot where there is a recipient of mail. This is indeed comprehensive coverage. Definitions, however, of where these people are to receive their mail are purely capricious. They are the result of local habit and practice and, from the standpoint of the operations of the Post Office Department, about as inefficient as could be imagined. Addresses are too elaborate, involved, difficult to spell, difficult to pronounce, redundant and confusing. Simplified and uniform definition of these locations is a primary consideration in the mechanization of mail handling. If the Post

Sovfoto

Soviet mail sorting machines in the Moscow Post Office. Operator views enlarged addresses on a screen and presses a button to route mail to its designated area.

Office Department must reinterpret each of these mail destinations to some common system in order to mechanically process the destination, then an overwhelming burden of cost is assumed at the outset which largely defeats the available economies in postal operation that are theoretically and practically available. If this original processing of each item of mail received by the Post Office Department could be eliminated, an important step would be accomplished.

The Post Office Department is not the only one interested in these destinations or addresses. Commerce and industry, and the people in their daily living and ordinary social intercourse, also use and require all these addresses. Moreover, the creators of mail have the expensive and wasteful burden of applying this variegated style of addressing.

I believe it is obvious, therefore, that the solution is a universal system of address coding fully adequate for all needs of the Post Office Department and just as adequate for all other addressing purposes. This does not require that existing address descriptions must be discontinued by the public if they have any residual value of poetry or other, more practical, usages.

The advantages of a simplified and universal system of address definition are great in relationship to the problem to be solved in order to achieve it. The creator of mail would have a simplified workable system for directing mail, saving substantial sums, confusion and error at the source. The reprocessing of mail (in order to employ the best machine techniques) by the Post Office Department would be eliminated. A standard system of address coding would permit the classification and control of mail so that charges might be applied for service in terms of the cost of rendering it.

Possibly the greatest of the advantages outlined above would be the utilization of a single universal address coding system for all purposes. Such an address coding system is the East-North system described on page 65.

This package conveyor - distributor in the Moscow Post Office is similar to conveyors long used in post offices throughout the world.

Sovfoto

Typing Is Done Faster, More Accurately and at Lower Cost With Incentive Pay System

CHARLES A. UTTLEY, Assistant Treasurer and Office Manager, Carborundum Co. Ltd., Manchester, England

WE ARE LOCATED in an industrial area, away from the city's center. There are no shopping facilities and no opportunities for our employees to meet people other than co-workers. Our office hours are somewhat unusual: 8:15 a.m. to 4:45 p.m. As a result, we have experienced considerable difficulty recruiting additional typists to meet the continued growth of our business. (This, of course, is a national problem.) Our typists output was, quite naturally, adversely affected by this shortage. They tended to determine the speed at which they would work and, since this proved much slower than appeared reasonable, our typing work was often two to three days behind.

Since there seemed no possibility of increasing our staff unless we paid much more to attract typists to our area, we decided to introduce an incentive method which had been successful in our factory where many female workers were earning £10-12 a week. We saw no reason why our typists, who were paid at our Office Management Assn. scale, should not earn incentive rates comparable to our factory workers. Our ultimate aim was to get the typing done faster, more accurately and at lower cost.

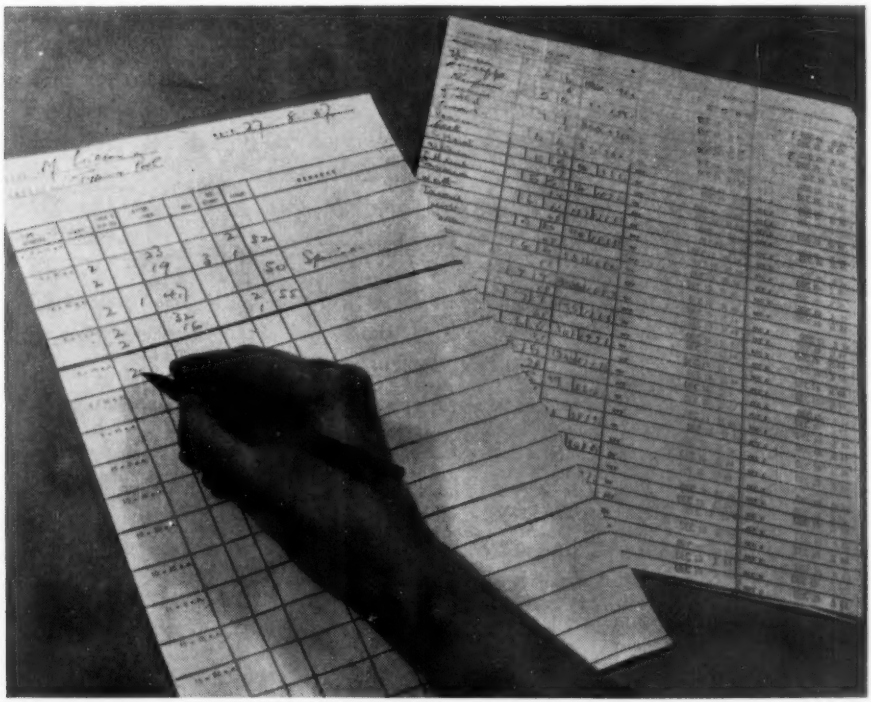
Our first step was to set a work standard. We had been forced to employ five or six typists from an outside peakload service agency to keep pace with the volume of work. The latter were typing names and addresses on monthly statements at the rate of about 30 an hour. We knew a good typist could do about 130 per hour. Therefore we made arrangements with the peakload firm to pay their typists an incentive. We asked the typists if they didn't think that two lines (of nine or ten words) a minute was a reasonable minimum letter typing rate, if we allowed an equivalent number of extra lines for inserting sheets in the typewriter, addressing the letter, typing salutation, addressing envelope, etc. The typists tried this out and agreed it was well within their capabilities.

At this rate, we said we would expect them to type 840 lines in a 7¾-hour working day. Output above this

rate would be paid for at a slightly higher rate. The outside typists tried this for a time and found it entirely satisfactory since they earned good bonuses over what their office was paying them. We found that it was by no means beyond the scope of an ordinary typist to do 1000 lines a day if she were properly fed with work. Instead of us having to press the typists to do more, they pressed us to give them more to do.

Our own staff became upset when they learned the temporary typists were getting bonuses. Therefore we offered our own typists the same deal on a more generous basis. We endeavored to pay one typist extra incentive for the 1000 lines a day she already was producing but she refused the additional money on the grounds it would commit her to a system her friends did not like. Our typists' feeling of group solidarity prevented us from enlisting their voluntary cooperation or interest.

Our next step was to ask our own typists to record the number of lines they typed hourly (they had previously kept records of the number of letters typed each hour), so we could compare their rate with that of the outside typists who knew less about our business and our work. This provoked considerable resentment on the part of the typ-



Typist's daily work sheet (left) and correspondence progress record (right).

CARBORUNDUM CO. TYPING POOL
INDIVIDUAL PAYMENT BY RESULTS

METHOD OF COMPUTING NUMBER OF LINES

1. A line consists of 9 to 11 words on the average.
2. Broken lines (if not too frequent), count as 1 line.
3. Name and address, references and date, count 2 lines.
4. Salutation including company name and writer's name and position, counts 2 lines.
5. Inserting letterhead, carbon paper and copy paper, counts 1 line. Extra carbon copies, count 1 line each.
6. Extra routing instructions on copies, count 1 line.
7. Envelope addressing, counts 1 line.

EXAMPLE:

The cost of typing 6000 lines under the old system, at an average of 500 lines a day, was as follows:

1st Week: 2500 lines, Salary	£ 6.	10.	0d.
Merit Increase		5.	0d.
2nd Week: 2500 lines, Salary	6.	10.	0d.
Merit Increase		5.	0d.
3rd Week: 1000 lines (2 days' work), Salary	2.	12.	0d.
Merit Increase (2 days @ 5/- per week)		2.	0d.
	£16.	4.	0d.
Group Incentive Bonus (15%)	2.	8.	7d.
	£18.	12.	7d.
Overhead (25%)	4.	13.	1d.
TOTAL COST	£23.	5.	8d.

At an average of 25 lines per letter, 6000 lines equals 240 letters. At the above total cost, this comes to 1/11d. per letter.

MINIMUM TYPISTS' WEEKLY PAY RATES (irrespective of production)

Copy Typists	£ 6.	0.	0d.
Dictating Machine Typists	£ 6.	10.	0d.
Shorthand Typists	£ 7.	10.	0d.

Merit Increases also may be paid, in addition, at 5/- to 10/- per week.

NEW METHOD OF PAYMENT

1. For payment by results, the basic rate is 10/- per week less than above.
2. A Quality Bonus of £1 per week, or 4/- per day, is paid on the following basis:

One spoiled letter returned from correspondent each day	Bonus: £1.	0.	0d.
Two spoiled letters returned from correspondent each day	Bonus:	10.	0d.
Three or more spoiled letters returned from correspondent each day:	Bonus: nil		

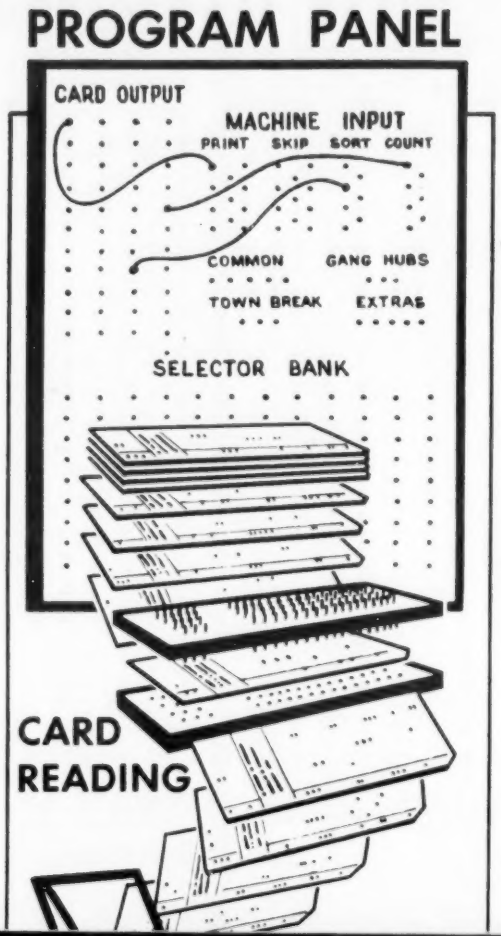
(Of course, errors in spoiled letters must be the fault of the typist)

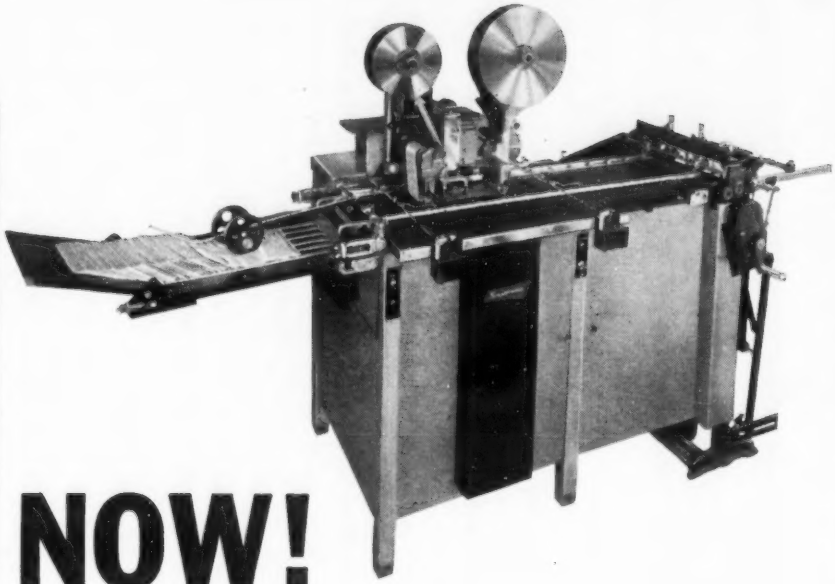
Copy and Dictating Machine Typists are expected to produce the equivalent of 840 lines per 7¾-hour day to earn their basic pay. If they produce less than 840 lines, they get only their basic pay. If they produce more, each line over 840 and up to 994 lines per day is paid for at .36d. per line; over 994 lines a day is paid for at .45d. per line. A copy typist producing 1400 lines per day for one week would be paid as follows:

840 lines per day for 5 days, or 4200 lines	£ 6.	0.	0d.
154 lines additional per day for 5 days, or 770 lines @ .36d.	1.	2.	11d.
406 lines additional per day for 5 days, or 2030 lines @ .45d.	3.	16.	1d.
Quality Bonus	1.	0.	0d.
Merit Increase		5.	0d.
TOTAL PAY	£12.	4.	0d.
A Dictating Machine Typist would receive 10/- more, or	£12.	14.	0d.

Shorthand Typists are expected to produce only 630 lines per 7¾-hour day (because of time spent taking dictation) and are paid at the rate of 5d. for each line over 630.

ists who argued it would reduce their output. We pointed out to them that we were paying them for the time anyway, so they finally produced the records. Their output varied from 250 to 1000 lines a day and averaged 500 which was rather above the national average. We knew some typists were capable of doing much more. This low output rate, coupled with our correspondents' complaints about the quality of typing and delays in completion and





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SORT in either of two pockets can be based on customer activity you program. Inactives may be pulled while addressing is carried on, for example.

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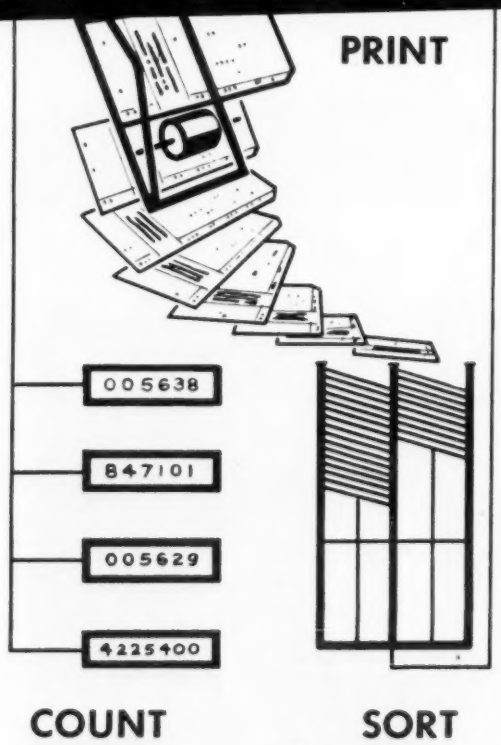

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compared with the 1000 lines per day by the hired typists on incentive, convinced us that corrective action was necessary, irrespective of the difficulties it might produce among our typists. (Our own typists were being paid 25% higher basic rates than the temporary outside typists.)

We offered our own typists piecework rates based on the results obtained by the outside typists, but at our typists' rate of pay which was higher. This would have enabled our typists to earn £10 weekly if they did as much work as the outside typists. One of our typists agreed she would earn even more than this, but all refused to cooperate even though they were assured none would be paid less than before. The typist who was producing at the highest rate immediately cut her output to 840 lines. Others developed fits of crying and fainting. The correspondents, for whom these typists worked and who never previously failed to complain about delays and poor work, hastened to sympathize with the typists. One misguided male contacted a local newspaper which published a story headed, "Take 840 Lines a Day Miss Smith."

Typists who had been with us 10-15 years denied they could produce more than half the work being done by the outside typists. Within a month five of our typists handed in their notice. As we believed this was the result of hysteria, and the correspondents had not helped to abate it, we decided to move our own typists into another office, away from the correspondents, with the outside typists. At this stage, four more typists walked out without notice and went straight to the newspapers which headlined a story, "But 7 Miss Smiths Walk Out." (Actually nine had left.)

The temporary outside typists, who owed us no loyalty since they were employees of the service bureau, voluntarily worked late at night and took work home weekends to help us. Wives

The automatic dictating machine switchboard at Carborundum Co. Ltd., Manchester, England.

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of male employees, hearing of the rates we were paying, were glad to do the work our own typists had refused. Within a week we caught up with the backlog of work and within a month the work was more up-to-date than it had ever been before.

One of our male correspondents then gave the papers another story which appeared under the heading, "It's Not Fair, Say the Men. Typists Earning £12 per week."

After this bout of trouble, we have had nothing but the most encouraging success. One of our original typists, who previously was producing about 450 lines a day and who thought she could do no more than 840, reached 1400 lines a day. The average number produced by all is now 1200. A 17-year-old junior typist, trained by us and in the pool six months, does 840 lines daily.

The overall results may be best judged by this comparison. Formerly, with 17 pool typists and two juniors, we were generally 2½ days behind in our work. Now we have nine typists and two juniors, with 50% more work to handle, and letters average two hours between dictation and return of the typed correspondence. We now use a dictating machine automatic switchboard. Typists who formerly refused to use electric typewriters now ask for them. Our staff turnover is negligible and our main embarrassment is to find enough work to feed the typists to enable them to earn the maximum pay they would like.

A correspondent of Carborundum Co. Ltd. dictating to the central typing pool.

We hold monthly meetings to clear up any difficulties which may arise. We have produced a training film, with professional actors, titled "The Dictation and Typing of Correspondence." This illustrates to both typists and correspondents their mutual problems and it is in demand throughout our country.

We have made part of our typists' earnings dependent on quality, paying a bonus for avoidance of defective letters. The typing pool has a new male supervisor whose personality is strong enough to cause correspondents to listen to their own dictation and accept responsibility for their errors instead of blaming the typists. Things now run so smoothly that he is able to devote half his time to tasks other than typing supervision. Typing errors are now very few indeed and, of these, two-thirds are made by dictators. The standard of dictation has improved immensely, typists' earnings have risen and harmony has been restored. Practically no overtime is necessary although we formerly worked two days overtime a week. Generally speaking, typing output is up approximately 250%. Our cost per letter has fallen approximately 30%.

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Automation of Accounts Payable Reduces Ledger Postings 99%

REDUCING LEDGER POSTINGS from 17,000 to 150 per month is just one accomplishment that Swank, Inc., Attleboro, Mass., can point to as a result of automating their system of processing accounts payable checks. In addition, check preparation time has been greatly reduced and they have gained more accurate control of accounts payable operations.

The company that today is Swank, Inc., was founded back in 1897 in Attleboro, as a manufacturer of ladies' jewelry. Today, Swank has grown into an organization of approximately 2000 employees, manufacturing and marketing about 3000 items in the men's jewelry field. Their automated data processing system was developed by George J. Kelley, vice president-controller of the company. The continuous Speediflo voucher checks and voucher registers were designed and manufactured especially for this system by Moore Business Forms, Inc. This is how the system operates:

Invoices approved for payment by the purchasing department are forwarded to the accounts payable code clerk who assigns the account number or numbers and the amount applicable to each account. This information is completed on each invoice.

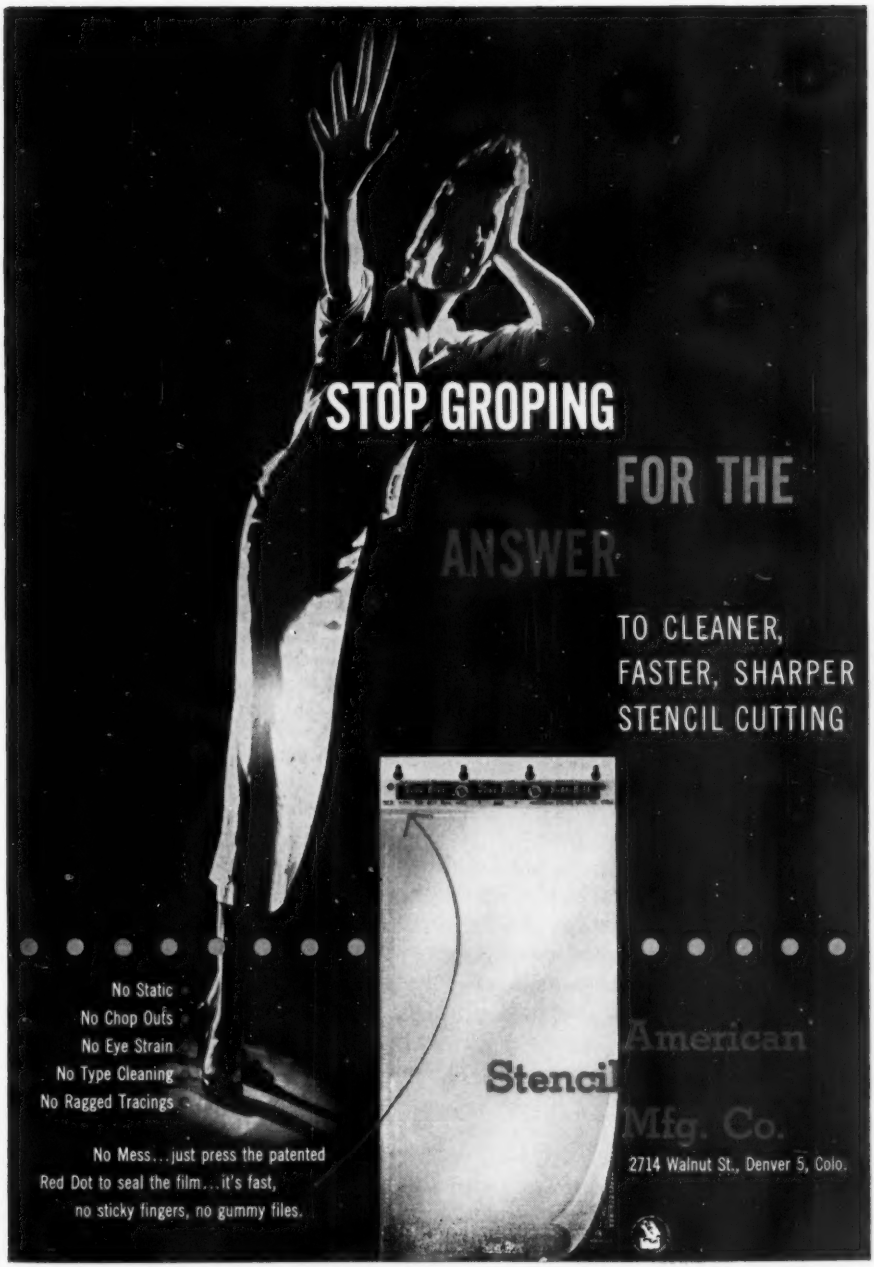
Voucher checks for each invoice are prepared on a Friden Flexowriter. The voucher check is a three-part form with the opaques and carbons pasted in the left margin. A small portion on the right edge of parts one and two, containing the account code, is perforated for removal before issuance.

In preparing the voucher checks, the Flexowriter operator uses the program tape for entering the bank name and the variable data is typed manually. During this typing, a by-product tape is automatically produced by the machine. This tape contains the payee's name, account numbers, amounts and other pertinent data.

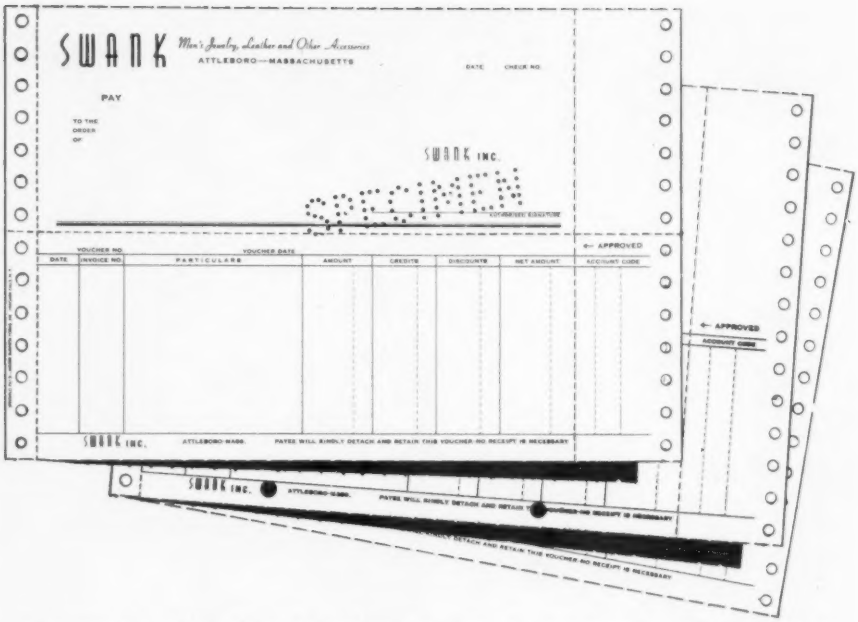
Voucher checks are prepared as the vendor's invoices are received. Those ready for immediate payment are processed and mailed. Checks for future payments are held with the invoices until the payment date. The pasted left margin feature of the voucher check permits each set to be held as a unit until the payment date. When that date is reached, the set is processed through a checkwriter, dated, a check number assigned, and the set separated. The right, perforated portion of parts one and two are removed.

The check (part one) is mailed to the vendor. The file copy (part two) is filed in a post binder as a check register. The reference copy (part three), the only copy to retain the account coding, is attached to the vendor's invoice for accounts payable filing.

Each morning the by-product tape is sent to the tabulating department where it is processed through an IBM 047 tape-to-card punch to create detail cards. These cards are then processed



For More Information Circle No. 253



The voucher check form fanned out to show its construction. Omission of a preprinted bank name on the check permits disbursement through different banks with one check form. Information typed on check is automatically punched on tape for the accounting department.

through an IBM 407 electric accounting machine to prepare the one-part continuous voucher register which is sent to the accounting department by 10 a.m. each day. The detail cards are filed until the end of the month when they are used to prepare the monthly accounts analysis listing for making subsidiary and general postings.

The voucher register postings are stamped "Paid" for those checks mailed at once. As the checks are removed and processed from the future payment file, the register is completed for each check. Among the advantages of the new system are:

1. Check preparation time is greatly reduced.

2. Key punching and verifying are eliminated as punched cards are produced automatically.

3. Accuracy of accounting and reports is assured, and the responsibility for accuracy and completeness is retained in the accounting department.

4. Even though disbursements are made through many banks, automatic program bank indication permits the use of a single form, eliminating the necessity of multiple check imprints.

5. Posting to ledgers is reduced from 17,000 to 150 postings a month.

6. All accounts are pre-analyzed by machine listing, eliminating costly research after financial statement publication.

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For More Information Circle No. 247

A Report on Office Union Drive

SIDNEY SHEPHERD

RIGHT NOW the Office Employees International Union, AFL-CIO, is waging its biggest membership organization drive to enlist white collar workers in the U.S. and Canada. The drive is chiefly in the big cities with more than a million population, plus some smaller cities. OEIU now has about 60,000 paid-up members. Its "blue sky" membership goal aspires to a full potential of the eight-to-ten million white collar workers within its chartered jurisdiction. More realistically, this year OEIU aims to add several thousand office workers to its list of dues-paying members.

Focal point of this international union membership drive is the OEIU's national headquarters in New York. However, most of its day-to-day organizing work is done throughout the country by the union's small force of paid field organizers who work intensively on a local interest basis.

Howard A. Coughlin, president, Office Employees International Union, AFL-CIO.

Behind this drive stands the entire membership, and union leaders of OEIU, personified by two key executives: Howard A. Coughlin, OEIU president, and H. B. Douglas OEIU director of organization. Mr. Coughlin was elected by the membership; Mr. Douglas was appointed. Both are fully responsible to their executive board, to the AFL-CIO organization, and to their union members. Both were white collar workers and, between them, they have 40 years of union organization work on the general staff of the AFL and the OEIU. They view this membership drive as a continuing operation, determined almost entirely by three factors: (1) employee action; (2) union action; (3) company reaction.

Time and again, say union leaders, organizers and membership committee members, "The *boss* is our best organizer!" Paradoxical as this sounds, union members insist that "workers are encouraged or driven to join unions." Why? "Because executives often show nepotism, favoritism or other unfair ways among office employees."

Once they are encouraged by employees, organizers get down to work. Union activity depends heavily on local enthusiasm plus national union funds. OEIU has 30 organizers (29 men, 1 woman) in its current drive in the U.S. and Canada. "If we had more money, we'd hire 500 organizers," says Mr. Douglas. "We retain practically no working capital in our New York office. We put union members' money to work

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for them—out in the field. And we pitch in and travel quite a bit ourselves."

Some of the initial demands in which organizers are interesting office workers in the current drive are: bargaining unit, union security, check-off dues, seniority, group insurance, pension plan; promotions, demotions, transfers; vacations.

Union organizers have learned it is hardest to organize office workers in a company which has no other unions. It is relatively easier to organize a company that has unionized production and maintenance workers. It is easiest to organize a company which already has unionized production and maintenance workers, and one or more units or branches with unionized white collar workers.

In its current drive, the union is giving special attention to companies which already have some white collar union members. Here is a quotation from a manual used in the drive to organize office workers of a company whose production members already are covered by an agreement with the United Steelworkers:

> Several thousand office workers are employed in divisions of the company, such as glass and paper, that do not come under jurisdiction of United Steelworkers . . . This company is not opposed to union shop agreement. This is a rapidly growing company and our union could grow with it . . .
>
> Experience shows that this company does not give the unorganized employe the same benefits as the organized employe. In most cases you will find that the unorganized office worker is being paid substantially less than his organized counterpart. This same practice applies to group insurance, vacations, etc.
>
> This company has adopted a neutral policy during our organizing campaign. Your efforts should not be hindered by the common type of obstruction campaign so prevalent in most companies.

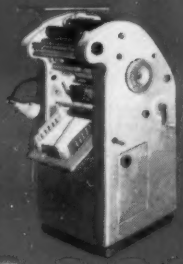
Says Mr. Douglas, "After a first union contract, there tends to be less management resistance to a second union organization drive in another branch of the same company. Once they learn we're not so bad—and that union contracts help reduce office turmoil and turnover—the union bugaboo gradually and generally decreases."

But the obstacles which confront organizers in firms with no unions at all, or no unions for office workers, are still hard to overcome. Companies which prefer to resist the OEIU often set up strong legalistic roadblocks. There are times when hearings, appeals, re-hearings and re-appeals can be dragged through the courts for months and years, complain office union officials.

In retaliation, some white collar workers may make their strongest move: to strike! Where office workers are strong enough, and eager to be organized, then the union can call a strike. This can be done even though the workers are not yet organized in a recognized union and have no contract. They strike for the right to organize.

This organization strike is their strongest weapon, provided they are militant enough to strike. Usually these are one-day strikes, intended to discourage employers from resorting to drawn-out legal action, say union leaders. In effect, workers are saying: "We'll go back to work—as soon as you agree to have an election under jurisdiction of the National Labor Relations Board."

Late last year, for instance, office



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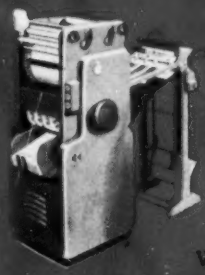
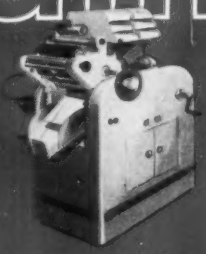

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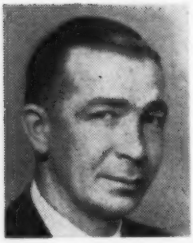

H. B. Douglas, director of organization for the Office Employees International Union.

workers of National Paper Box, Ltd., Vancouver, B.C., Canada, completed a successful strike after picketing for two days. It may have been the first office worker strike in British Columbia. Some 140 plant union members joined the strike, completely shutting down production. Newspaper, radio-TV publicity fanned the strike. Settlement terms included: a union shop, wage increases from $25 to $45 a month, improved sick leave and rest periods. An OEIU organizer planned the strike strategy and aided in the final settlement.

Such strikes sometimes have adverse effects upon employers. He may stiffen his resistance in the face of a strike. Many employers have been educated to production and maintenance workers striking and organizing, but somehow cannot conceive of office workers carrying union cards.

Most employers are satisfied with results after unionization of their office workers, says OEIU's President Coughlin. He adds that these employers often point to the union contract—a set of rules mutually agreed upon — as a means of settling many disagreements which may arise. "It often offers management a way out of some of its office operation and personnel problems," he adds.

Across the months, however, there has been a certain amount of backsliding among clerical union units. Some employers are moving office operations away from the area where there is an OEIU union agreement to another part of the country where an existing or new office lacks a union contract. Result: OEIU now is hitting hard to protect its union members caught in this squeeze.

Recently Mr. Douglas received this telegram: "Company has transferred duties of two bargaining unit jobs to their New Orleans office which is unorganized with wage scale on one of these jobs $200 month less than here. Contract has no language as such prohibiting transfer. However there may be some regulation I am not aware. Urgently request action we may take." This company had moved certain operations from its midwest office to Louisiana. How will Mr. Douglas cope with this situation?

"Our next step is to organize the New Orleans office," he says. "Wherever possible, we try to anticipate such moves—and act before any move is made." The union's strategy here is to forestall such company economies. The union acts to make it unprofitable for a parent company to incur the additional expense and bother of moving a branch operation to another city. By organizing the New Orleans office, the same pay scale would be bargained for. However, the union appreciates that certain company operations are consolidated for purposes other than union evasion.

In addition to coping with employers, OEIU officials to a lesser extent

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*an actual case history: The Empire Jewelry Co. fire, Denver, Colorado, March 23, 1956. Learn about dependable **ODHNER ADDING MACHINES!** See Classified Phone Book or write:

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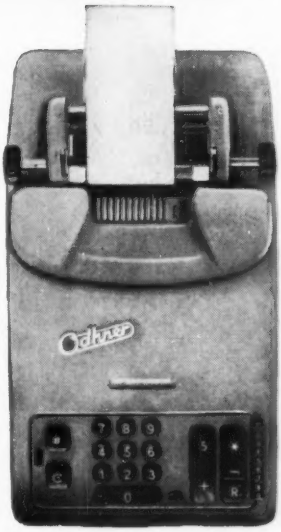


For More Information Circle No. 248

TO: THE OFFICE EMPLOYES OF [redacted] MFG. CO.

Greetings:

It has been brought to my attention that there is an impression in the minds of some of you that the company is reluctant to give any of you wage increases at this time because of the impending Union election and the possibility that the Office Employes Union might raise objections to such action by the company on the grounds that these wage increases might tend to dissuade you from voting for the Union.

In accord with the foregoing I have, as of this date, telephoned Mr. [redacted] and have advised him that the Union has absolutely no objection whatsoever to any of you receiving raises at this time. On the contrary we feel that any increases you may get now will constitute only a down payment on the increases we intend to obtain for all of you after we have won the election and have negotiated a contract. I believe Mr. [redacted] now feels free to give you the pay increases which you all obviously deserve.

In addition to clearing up the misunderstanding on wage increases I want to take this opportunity to announce a meeting for Wednesday night, April 2, in Willimantic. Refreshments will be served at this meeting and it is hoped that a truly representative gathering will be present. We anticipate having some information as to the date for the N.L.R.B. conducted election and we will also be happy to answer any of the questions you may have.

Sincerely,

Justin Manning

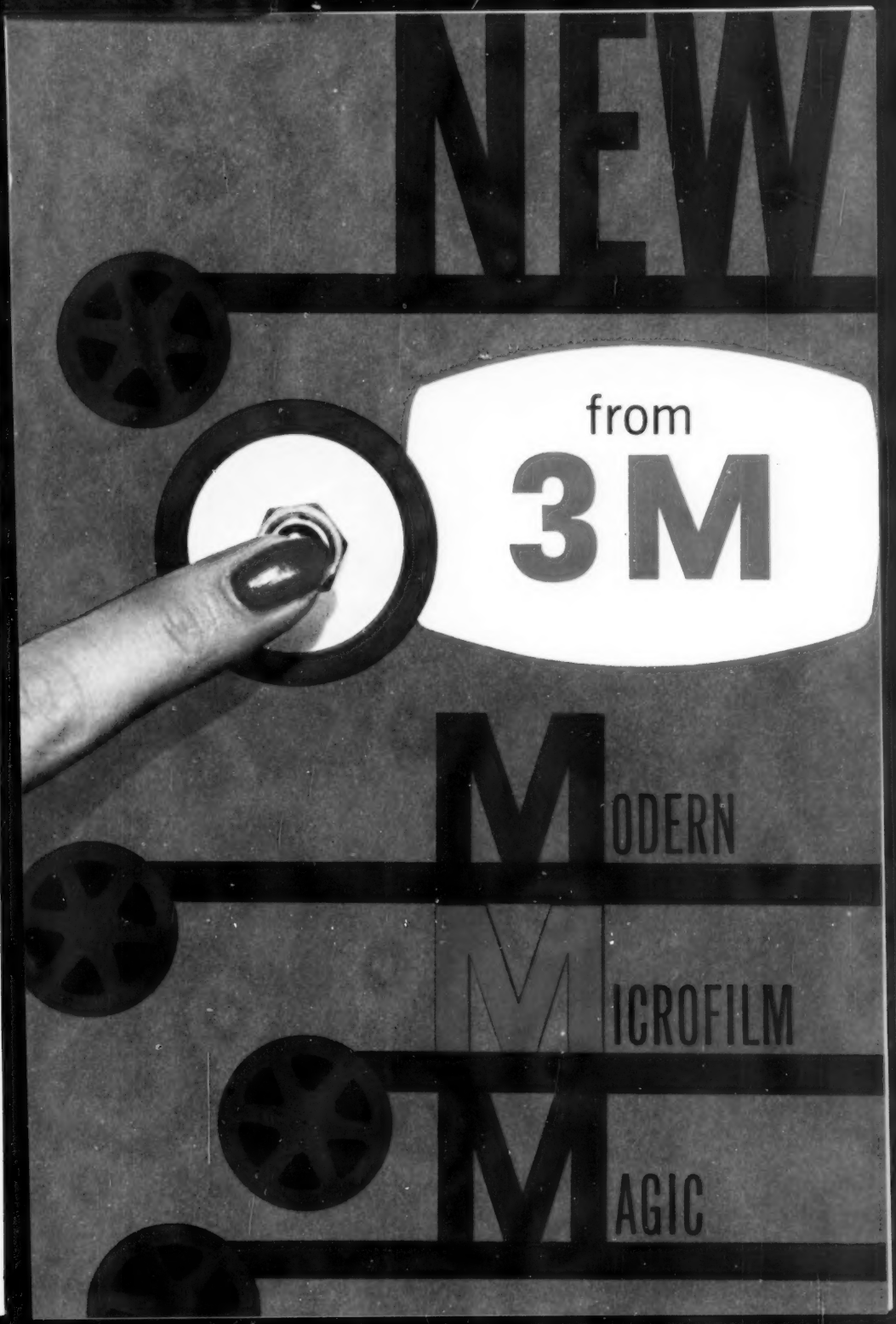
Justin Manning
International Representative

A form letter sent to employees during a local organizing campaign.

face conflicts or jurisdictional disputes with other unions. "Our union is about the most diversified of all unions in the country because there are offices in companies in practically all industries in the U.S. and Canada," says Mr. Coughlin. A quick cross section of OEIU members in the San Francisco Bay Area, for example, shows companies in food (Pillsbury Mills); transportation (Yellow Cab); laundry (Calif. Linen Supply); dairy (Borden's); jewelry (Kay's); clothing (Bonds); drugs (McKesson & Robbins); periodicals (American News); miscellaneous (Todd Pacific Shipyard, Decca Records, Mohawk Petroleum Co., St. Regis Paper Co.).

"We're going after membership among only unorganized white collar workers," says Mr. Coughlin. "There'll

For More Information Circle No. 420 →



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The "Thermo-Fax" Microfilm Reader-Printer is another fine product for efficiency-minded businessmen, developed by the makers of the All-Electric, dry process "Thermo-Fax" Copying Machine.

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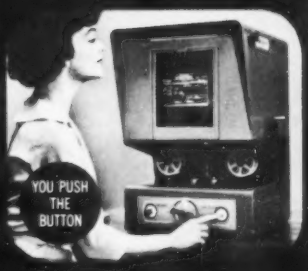

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Dept. RP-68

To: [redacted] Office and Clerical Employees

WHO'S NEXT ? ? ?

Now do you believe that your sole security with [redacted] lies in a union contract?

Now do you believe that the only people at [redacted] who have any real security are those members of IBEW, Local #[redacted], who have a contract with an orderly lay-off procedure, seniority rights, and ample notice before cut-backs? We exclude, of course, Messrs. [redacted] and [redacted] who appear to be quire secure at the moment in their employment.

In a letter addressed to you under dateline of December 6, 1957, over the signature of [redacted] you were told, in the seventh paragraph, in part that "[redacted] has always been a friendly, informal place to work. We have our differences, of course, but they are minor." We believe that what is occurring now in your organization can be construed as something substantially more than "minor".

In that same December 6 letter it was stated that a union organizer must . . . "keep things stirred up at all times." In our opinion, the management of [redacted] is presently doing a pretty good job of keeping things stirred up themselves!

It is not too late to sign and mail the enclosed card which will expedite the steps toward obtaining for yourselves a union contract which will protect your seniority and assure you of equitable and dignified treatment in the matter of lay-offs. You obviously have the same right to a written contract which Mr. [redacted] and Mr. [redacted] have. We do not believe that you will be "annoyed" by this letter as Mr. [redacted] stated you were in his letter of December 6. On the contrary we feel that you are "annoyed" by the present conditions existing in your office and want to take definite steps to remedy them. This strictly confidential card is your opportunity. SIGN AND MAIL IT TODAY!

Office Employes Organizing Committee

A union letter pointing to advantages of organized plant workers.

be no raids on other unions which cover office employees, government workers and railway clerks, for example. However, in companies and industries where there are no unions, or where there are unions for production and maintenance workers, we're interested only in organizing the white collar workers with the cooperation of production and maintenance unions."

Office workers prefer uniting with an office workers' union, rather than craft or other vertical unions. Here is a quote from an OEIU organizer's manual.

This company's agreement with the United Steelworkers covers all employees whom they are certified to represent and also extends

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. . . dramatically achieved through the tasteful intermingling of exciting new materials, colors and design. Limitless in variation, Italic Styling can be tailored to the precise character of the business — the personality and taste of the executive.

To acquaint yourself with this magnificent furniture, the focal point of Italic Styling, and our complete interior design services, call your GF dealer or branch, or write for your full-color Italic Styling brochure. GF Studios, Dept. L-14, Youngstown 1, Ohio. Division of The General Fireproofing Company.

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For More Information Circle No. 272

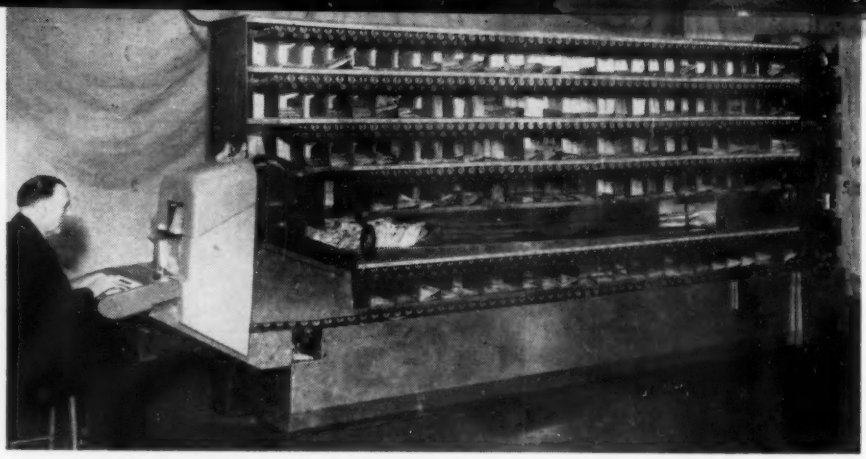
coverage to any groups that may become certified during the life of the agreement. In order to improve their wages, the office workers would simply have to join the Steelworkers and thereby be classified under their wage schedule. The fact that so many have not done so is substantial proof that office workers want to be represented by an office workers' union.

Below are some of the subjects covered by the manual which serves as an organizer's guide for organizing a specific company:

1. Brief history of the company and its financial details.
2. Outline of various company operations.
3. List of plant locations, other operations, operating subsidiaries—if any.
4. Copy of collective agreement with other unions.
5. Summary of group insurance plan.
6. Summary of pension plan.
7. Salaried job classifications.
8. Copy of job description form.
9. Rate schedule—salaried employees in U.S.
10. Organizing procedures and negotiations of a company branch plant.
11. Things we should know (company's union attitude).

To date this OEIU campaign has met with a few early successes, as anticipated, because the most receptive companies were approached first. "It's a continuing campaign," says Mr. Coughlin. "We're gaining momentum and our progress will be reviewed semi-annually by our executive board." OEIU will keep modifying its approach to use improved techniques and/or add to its staff, as increased income permits; meet changing standards of opposition techniques by companies resisting office worker unionization; operate, always, within the current law (Taft-Hartley) and organization procedures of the NLRB, since there is the constant possibility of added or modified labor legislation.

Some literature of the Office Employees International Union.



Elsie, Britain's electronic letter sorting machine (see photo below).

British Mail

(Continued from page 73)

one side of ALF, is Britain's first letter and packet segregator which is also currently undergoing trials. This equipment consists of a number of machines linked together by conveyor systems and comprises a segregating drum which separates packets, newspapers, magazines and other bulky articles from ordinary letters; letter separating towers which separate long and large letters from the ordinary sized letters which will go through a sorting machine; and long-edge positioners which turn the letters on edge for stacking prior to passing through ALF.

On the other side of ALF is an electronic letter sorting indicator known as Elsie. Operated by one man, this machine is 16 ft. long, 2½ ft. wide and about 6 ft. high. The operator sits at a keyboard at one end of the machine where there is a letter viewing window at which the addressed side of a letter is presented automatically. Having read the address, the operator depresses simultaneously two keys, one with each hand, in conformity with a standard-

Rear view of the electronic letter sorting machine showing here its electrical parts.

Right Reading Photocopies . . . Xerographic Exposures . . . Line and Halftone Negatives . . . All from the Versatile Kenro Camera

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The Xerographic Head (A) permits you to make fast easy xerographic plate exposures. It has a simple adjustment that allows uniform gripper margins on the plate, eliminating time consuming press cylinder adjustments.

With the Prismatic Head (B) you can make *reproduction quality* right reading photocopies, negative or positive, on film or paper, in one shot, enlarged to 4X, reduced to half size. Color too, can be shot using direct color print material.

With the Standard Head (C) you can make line negatives up to 14" x 18" and halftone negatives by Magenta or Autoscreen methods. Enlarges 3X, reduces to ⅓ with standard Goerz lens.

The Kenro "Vertical 18" Camera is the result of years of experience designing and perfecting a precision camera, built on the rigid and economical vertical principle. Each camera is individually aligned at the factory and is delivered fully assembled. Focusing and sizing are done with pin point accuracy using counters and micro dials which also permit hairline resetting. The reflector flood lights supply flat uniform instant lighting. Exposures are controlled by an automatic reset synchronous timer which permits any desired exposure from three seconds to 3 minutes. The heart of any fine camera is, of course, the lens. The Kenro Camera uses a diaphragm equipped Goerz color corrected lens, the standard of quality throughout the graphic arts field.

The Kenro "Vertical 18" Camera, complete with Goerz lens, lights, and standard head costs only $1250 f.o.b. Chatham, N.J. Xerographic and Prismatic Heads, Vacuum Back and extended range lenses are optional extras.

Write for complete information.
Ask for demonstration if desired.

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For More Information Circle No. 296

New! PB's combined Folding & Inserting Machine

Folds and stuffs 500 envelopes in 8 minutes!

This new, low-cost Model 3300-FH brings to the smaller office the convenience and savings of machine folding and inserting . . . displaces costly and time-taking handwork, prevents disruption of work schedules, avoids overtime and the problem of finding temporary extra workers . . . permits wider use of the mails to promote your product or service—at lowest cost.

It folds—*and* inserts in envelopes—single enclosures such as letters, cards, leaflets, invoices, bulletins, etc. . . . at speeds up to 4,000 an hour, depending on the job. Multiple enclosures are easily handled with two or more runs through the machine.

Simple to set (without tools) and operate, the 3300-FH can be used by anybody—even the boss! Handles a wide variety of paper items, including stapled sheets. Faster, neater, more efficient and cheaper than hand folding and stuffing.

Even when used infrequently, this machine will show worthwhile savings in any office. Call the nearest Pitney-Bowes office for details. Or send coupon for free illustrated literature.

PITNEY-BOWES Folding & Inserting Machines

Made by the originator of the postage meter . . . 107 offices in the U. S. and Canada, with nationwide service coast to coast.

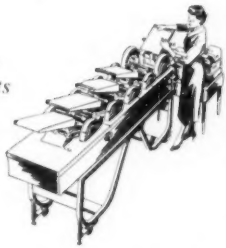
For More Information Circle No. 288

Model 3300-FH advantages

- Only nationally sold and serviced *combined* folder and inserter on the market.
- The 3300, as an inserter by itself, is the lowest priced inserter available.
- Handles enclosure sizes (after folding) up to 8⅞ by 5½ inches.
- Automatic feed with continuous load, stops to prevent jamming or tearing.

The "3300" (shown with Pitney-Bowes FH folder) combines with any PB folder, or can be used by itself as an inserter.

Model 3100, *with six optional stations, inserts up to six enclosures at speeds to 6,000 an hour. Optional hookup with PB postage meter mailing machine.*



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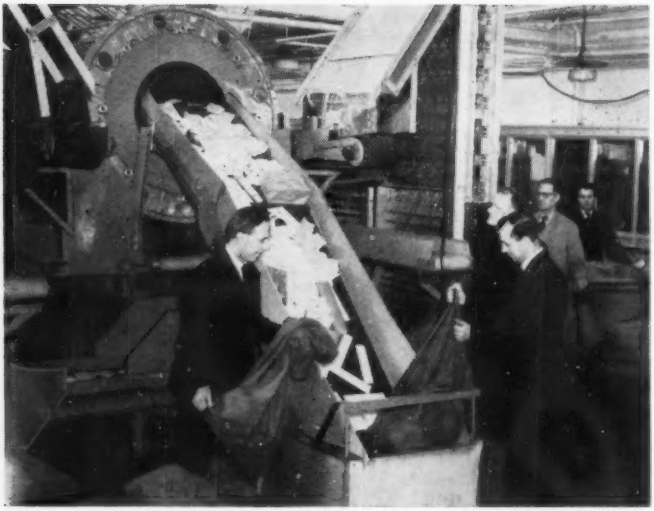

Britain's first letter and package separator at the Southampton Post Office in England.

ized two-digit code. The letter then moves away, leaving in view the next letter to be sorted. On leaving the window, the letter is conveyed between roller tracks to rows of stacking boxes and diverted into the appropriate box by a device controlled electronically through the operation of the keyboard.

Whereas the maximum number of separate sorting selections normally carried out by hand is 48, only the overall size and complexity of the machine, and the number of separate destinations a sorter can memorize, limits the number of possible selections. For practical purposes a limit of 144 separate selections to which letters can be sorted at speeds up to 6,000 letters an hour, has been set.

There are, however, a greater number of stacking boxes than selections, more than one box being provided for some of the heaviest selections such as those for local letters and nearby large cities. When the first box fills up, the next comes into operation automatically. The stacking boxes are arranged in five rows, the roller conveyor tracks running along the top of each row. The machine has no set rhythm which the operator has to follow but it responds instantly at the speed at which he can decipher the addresses and press the buttons. Weighing less than three tons, the machine can be moved to another position within two hours and it deals in any order with letters of any size up to 5½″ by 7¼″ by 3/16″. Twenty more machines are now being manufactured for extended field trials throughout the country.

Future development is to be directed towards devising an automatic transfer system between the segregating machine, the facing machine and the sorting machine, with the ultimate aim of achieving a system whereby letters need not be touched by hand at any point of their journey through the sorting office.

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If you use or make copies of anything from office correspondence to legal documents, from photos to blueprints, from memos to contracts, you'll be excited, too, when you see what the Dri-Stat '200' can do. For example:

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AUTO-FEED, an exclusive, automatic paper feed is optional. Dri-Stat '200' with Auto-Feed is $245. Also available is the Dri-Stat '400' which copies materials up to 14" wide.

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For More Information Circle No. 400

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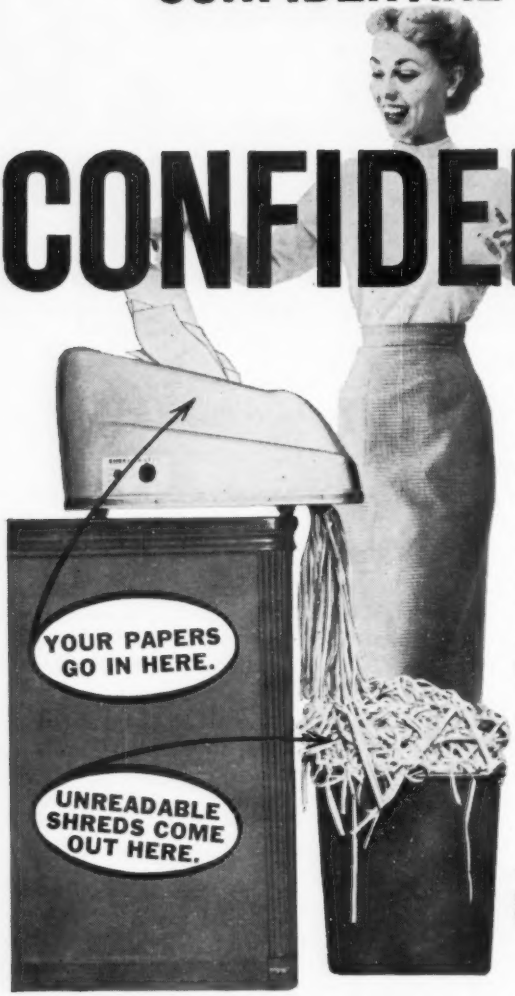

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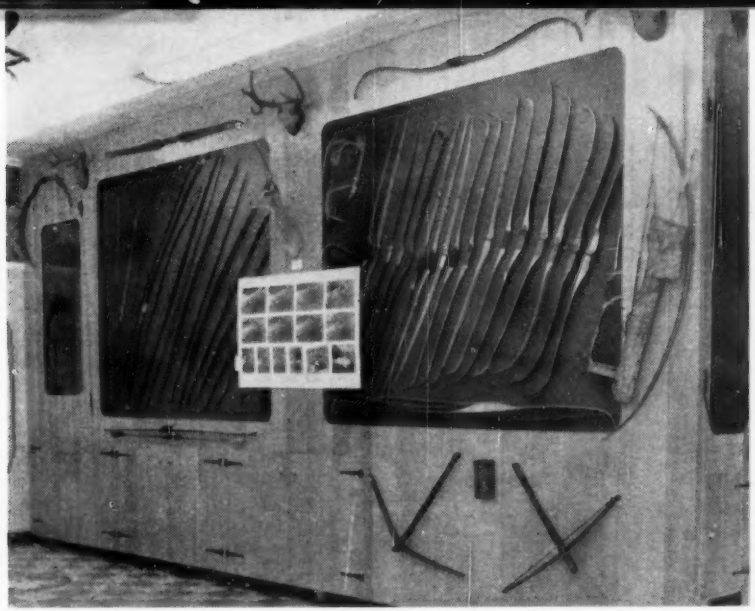
For More Information Circle No. 225



Archery equipment displayed in the reception room of Bear Archery Co.

Machine Accounting Paces Growth in Sports Goods Firm

ALVIN DASEN, Bear Archery Co., Grayling, Mich.

ARCHERY, one of the fastest growing outdoor sports, dates back beyond the stone age. While having its ups and downs, never once has it ever become a completely lost art. Business volume of Bear Archery Co., located here in the heart of northern Michigan's sportmen's paradise, has in the past several years been growing by leaps and bounds as the result of the reawakened interest.

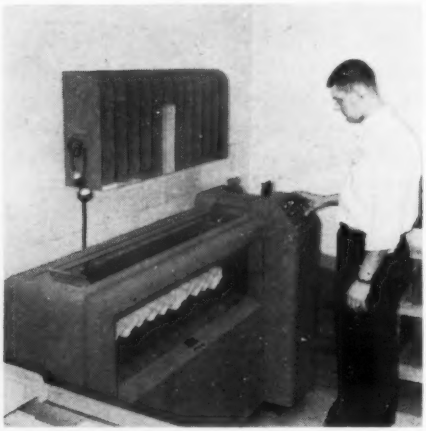
Although we manufacture equipment for one of the oldest sports known to man, our production of fine bows, arrows and archery supplies and accessories is based upon thoroughly modernized procedures and systems, not only in our factory but in our offices as well. The ever-growing nature of the sporting goods business, if nothing else, imposes the need for thorough modernity in all operations. It was our rapid growth that brought about the need to introduce into our office procedures an up-to-date Remington Rand punched card system for order writing, invoicing, inventory control of finished goods, commission reports, sales analysis, production control, and the like.

Our company was not chartered as a corporation until December 1945, but it had its beginnings in Detroit long before that, in 1933. Then known as Bear Products Co., our basic business

Tabulator automatically preparing invoices at Bear Archery Co.

was advertising displays with the manufacture of archery equipment a secondary interest. By 1941 this latter part of the business had become by far the more important. Immediately after World War II it grew to the point where expansion was necessary.

Rents were high and there was a lack of suitable space in Detroit, so we selected Grayling where a new plant was erected and put in operation in 1947. Originally it measured 50 x 170 ft. and provided adequate space for us until 1953, when an addition became necessary. The addition measured 50 x 100. Since then there have been two more additions to bring our total floorspace to 25,000 sq. ft.



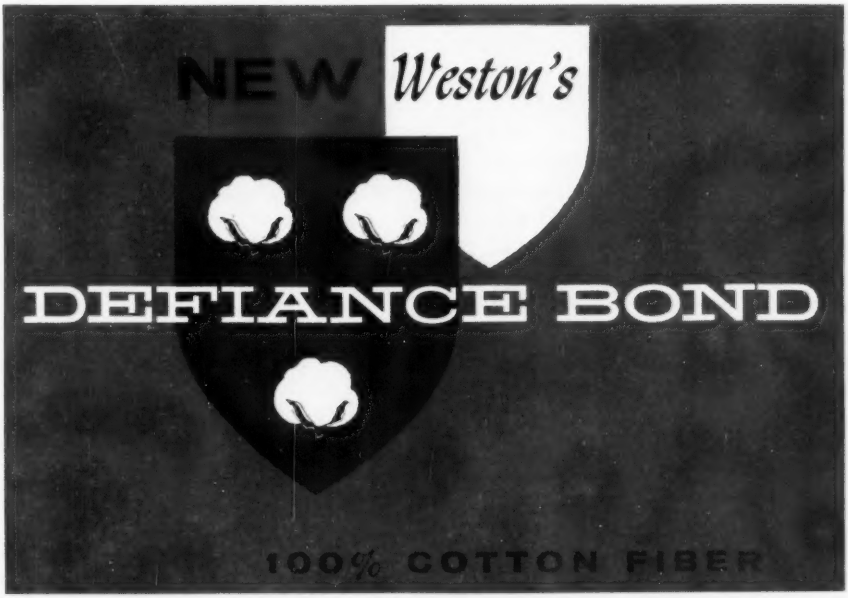
A high-speed electronic sorter, part of the company's punched card equipment.

Growth in sales, since we located in Grayling, has been rapid and our year-round employment has increased from 20 to 180 persons, with 220 employed during our August-September peak period. Dealers now total 3100, located in all 48 states, Alaska and Canada. Our decision to convert to punched card procedures grew out of an impossible situation resulting from our rapidly increasing business volume.

There was a time when manual systems served adequately, but some time ago we found that with two clerks typing orders and a third working as hard as she could at a bookkeeping machine, they were falling behind in their production by as much as two weeks, despite the fact they were on a 54-hour week. Never were they able to type and process one day's orders in one day's time.

Inventory control over finished goods was non-existent. We had to write far too many back-orders. Our files were always in disarray, and lengthy searches were required every time we had to answer inquiries regarding orders. Any list used for guidance had to be kept manually.

We were experiencing a lot of production control problems, too. All too frequently we would make a produc-



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Your printer will heartily agree when you suggest new Weston's DEFIANCE BOND for your letterhead and matching envelopes—or for other important business records. Write for a sample book. Address Dept. OF.

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For More Information Circle No. 220

tion run of one particular type of bow only to find the great demand at the time was for another type entirely. This was something we had no way of determining in advance.

There is nothing complicated in the method now being used. When orders are received each morning they are timestamped, credit checked and forwarded to the tabulating department where address cards are pulled and detail cards punched for billing and sales analysis. Invoices are then prepared on the tabulator for distribution to the open-order file and to shipping. Four carbon copies of each invoice produced by tabulator are used as packing label and packing slip, shop copy, customer acknowledgement, and salesman's acknowledgement.

The merchandise invoiced is shipped to the customer within a few days, and the shop copy is returned to tabulating. There it it matched against the invoice in the open-order file and the invoice date, amount of postage and new total are inserted. This speed-up in order and invoice processing has greatly reduced the delay in filling and shipping orders. Also, because production has a better picture of demand, we are able to reduce our bow inventory by a good 80%. Yet a customer can now get just what he wants when he wants it.

Twelve days used to be needed to fill some orders; now only two days are usually required. We have been able to reduce our back-order situation by more than 85%. On back-ordered portions of an order, tabulating runs back-order cards and produces a schedule which is sent to the production department. The latter pulls from its "float" the materials needed to fill the order and puts them into the plant's production flow and, within a day, is ready to make shipment.

In addition to our daily billing procedure, a total of ten other important operational functions or reports are performed and/or produced by our punched card equipment. Included are:

1. Daily production schedule.
2. Weekly sales analysis report by

Punched card master decks are kept in tub files. Here is one of the two files at Bear Archery Co.

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Use our employees as long as you need them at low hourly rates — we pay all salaries, taxes and insurance — we'll work in your office or do your work in our office.

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For More Information Circle No. 246

"We're never late filling production orders

LOWEST COST PER COPY—Ozalid *Direct Copying* ends wasteful "repeat writing" in every department . . . makes dry, perfect copies in seconds. And a letter-size sheet of Ozalid paper costs you *less than a penny*—lowest cost per copy of any copying process.

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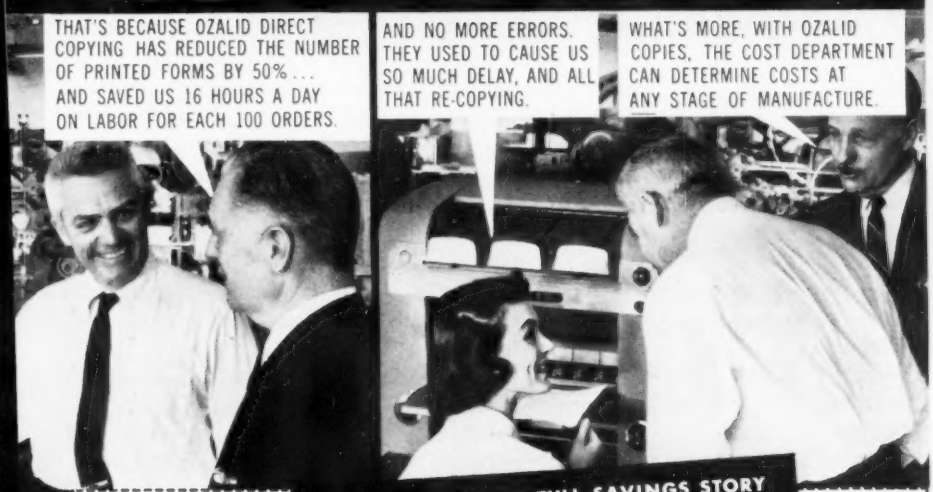
General Aniline & Film Corporation
In Canada: Hughes Owens Company, Ltd., Montreal



SEND COUPON FOR FULL SAVINGS STORY

Ozalid, Dept. Z-6
Johnson City, N. Y.
Please send more information on Ozalid *One-Writing* systems for these departments:

Name_____ (PLEASE PRINT)
Position_____
Firm_____
Address_____
City_____ State_____

- ☐ Purchasing
- ☐ Production Control
- ☐ Receiving
- ☐ Accounting
- ☐ Order-Invoicing
- ☐ Engineering

For More Information Circle No. 279

A view of the tabulating department at Bear Archery Co., Grayling, Mich.

stock number.

3. Weekly bow string report showing the number being ordered. This is used to set up production schedules.

4. Bow registration records, prepared weekly. Formerly this was kept in cumbersome books. Punched card processing has eliminated the time of two people who had maintained the books manually.

5. Weekly breakdown of bow sales: wholesale, retail and no-charge (promotional).

6. Monthly sales analysis by stock number.

7. Monthly sales analysis by dealer and stock number detailing how many, and what types of, dealers purchased.

8. Monthly sales analysis by trade classification.

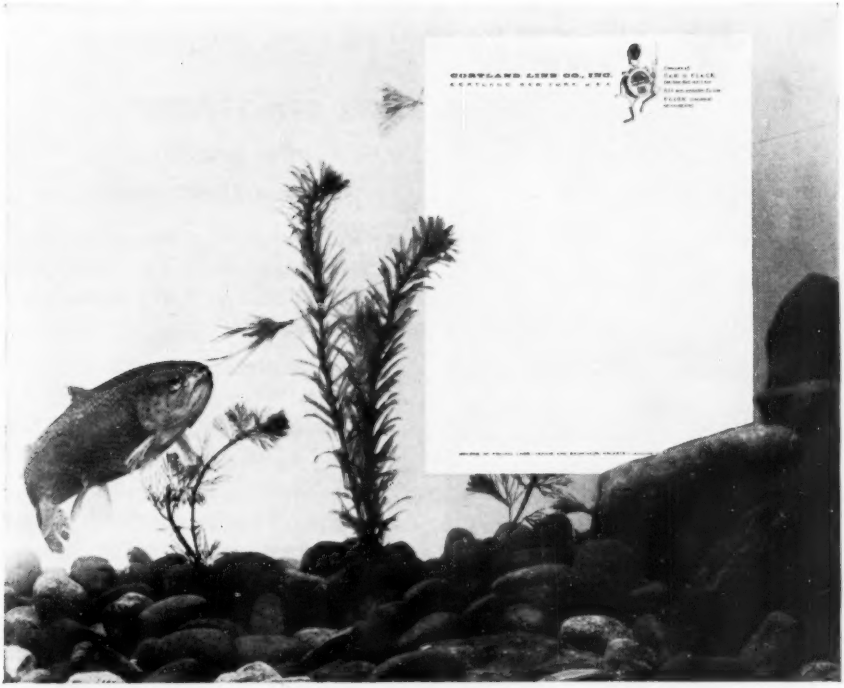
9. Monthly postage by state.

10. Monthly salesmen's commission report.

It might well be said that we went straight as an arrow to the heart of our difficulties when we abandoned our old, manual methods in favor of punched card procedures. Accomplishments include increased production efficiency, greatly increased output potential and much more rapid delivery of goods to customers. This, during the Christmas rush, enabled us to make many dealers happy.

A lot of time and filing space are being saved in the office and personnel requirements have been substantially reduced. Our employees are happier, because they like the efficiency and speed of the machines. Since our punched card system was placed in operation in July 1956, our business has increased by 33⅓%. Some of that, to be sure, results from the ever-increasing interest in archery. Still, we can't help but feel that the increase might have fallen noticeably below that total had we not improved our office efficiency.

Alluring. . . .



Gilbert Papers

"Bait" your correspondence with a letterhead paper that is unequalled for appearance and performance. Use a Gilbert new cotton fibre bond paper that presents your message with a snap, crisp business-like feel, and the rich cockle finish that can only be obtained in tub-sized, air-dried cotton fibre papers. Ask your supplier about Gilbert quality papers.

GILBERT PAPER COMPANY, MENASHA, WISCONSIN

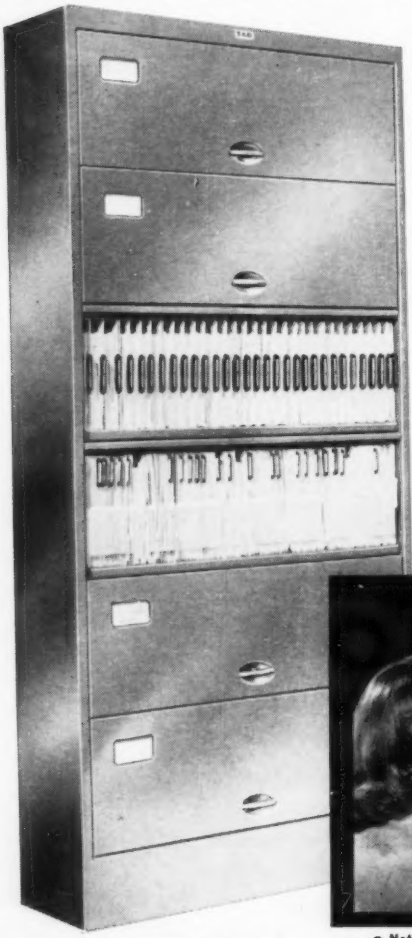
BETTER COTTON FIBER PAPERS

A good letter is always better . . . written on a Gilbert Cotton Fibre Bond

For More Information Circle No. 243

SPACEFINDER FILES...

...HAVE PROVEN, in hundreds of offices, that they can SAVE YOU 50% or more in filing time, space and money!



Spacefinders are an appearance asset to any office—available in a wide range of sizes.

ONLY SPACEFINDERS...

offer you these exclusive advantages.

1 Welded cabinet of Spacefinder is designed specifically for MAXIMUM FILING EFFICIENCY. It is *not* an adaptation of shelving!

2 Spacefinders are complete and ready to use. When you move or change your department, you can MOVE THIS RUGGED FILE WITH CONTENTS INTACT!

3 Optional doors give DUST, DIRT and FIRE PROTECTION, serve as handy pull-out work shelves, and can be provided with locks.

● Note visibility and availability of thousands of records.

Send today to Tab Products Co., 995 Market Street, San Francisco 3, for 24-page brochure, and name of our local representative for skilled help in showing you how to save filing time, space and money.

TAB
PRODUCTS CO.

For More Information Circle No. 244

Machine Accountants Plan Biggest Conference June 18-20 In Atlantic City

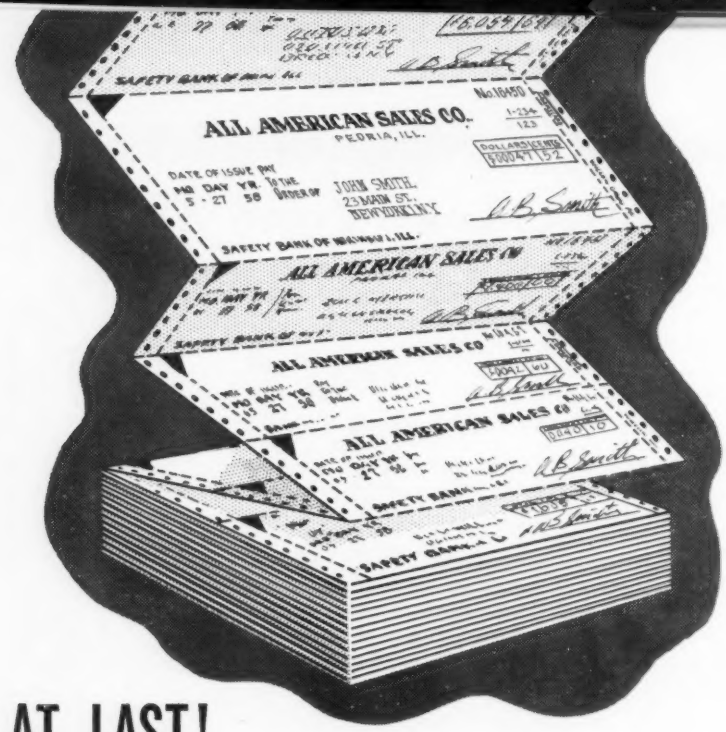
W. L. DANIEL
NMAA President

MEMBERS of the National Machine Accountants Assn. will meet in Atlantic City's Chalfonte-Haddon Hall, June 18-20, for the organization's seventh annual conference. A business show will be held in conjunction with the conference. Thirty-seven manufacturers of equipment and supplies used in tabulating machine accounting will display their latest products on the exhibit floor of the hotel.

Delegates to the conference will have four general sessions, nine industry seminars and 16 workshop seminars from which to choose. The sessions will begin Wednesday afternoon, June 18. The conference will be formally opened Wednesday morning. Thomas J. Watson Jr., president, International Business Machines Corp., will be the keynote speaker at the opening ceremonies.

Four general sessions will be "Managements Views on Men, Machines and Methods," "Education as Management Sees It, as NMAA Sees It and as Educators See It," "How to Get Ideas When You Need Them and/or

NMAA conference chairmen: M. D. Held, general chairman; J. W. O'Connor, program; L. J. Miller, finance; J. C. Macris, housing; F. C. Allgeier, publicity.



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is brand new! No other continuous tab card is like it!

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CONTINUOUS TABULATING CARDS

MAKE YOUR PUNCHED CARD OPERATION COMPLETELY AUTOMATIC

Write these cards at high speed on any tabulating machine. Separate on any bursting machine (or even manually) because there is no medial (waste) strip between cards. Keypunch and sort the cards in any required manner. You'll save hours of valuable time!

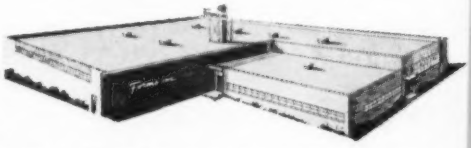
These continuous tabulating cards are used for payroll checks, accounts payable, proxies, premium notices, etc. Cards can have attached check vouchers of any size . . . side stubs for payroll checks . . . or the continuous cards may be part of a multiple forms set.

The FORMSCARD can be printed front and back, in color and numbered. Pre-punching will be available in the near future. Investigate this newest product in the continuous forms field *today!*

Developed and produced exclusively by

For More Information Circle No. 369

Forms INC.



Easton Rd. (Route 611) & Pennsylvania Turnpike • Willow Grove, Pa. Tel.: Livingston 8-6300

Effective Expression of Your Ideas" and "Automatin', or Drums Along the Boardwalk," a satire on automation.

The industry seminars will cover nine major areas: life insurance, trucking, petroleum, utilities, banking, state and local government, railroad and manufacturing, and fire and casualty insurance. These seminars will begin each afternoon and extend through the following morning.

Sixteen half-day workshop seminars will include subjects of more specific interest. Such topics as punched card billing, salesmen's commission accounting, general ledger accounting, and purchase vs. rental of data processing equipment, will be discussed.

A special program for the wives of delegates will include a fashion show, talks on interior decorating and beauty aids, a tour of the Lenox China plant and a seminar, "Women and Automation."

A banquet will follow the president's reception Thursday evening, June 19. The installation of officers, presentation of chapter awards and the formal closing of the conference will take place at a farewell luncheon on Friday, June 20.

General chairman of the conference is Marlin D. Held of Monroe Calculating Machine Co. Mr. Held is also president of the Garden State Chapter of NMAA. Conference committee chairmen are: John C. Macris, Public Service Electric & Gas Co.; James W. O'Connor, Pharmaceuticals, Inc.; Lester J. Miller, Public Service Coordinated Transport; Frederick C. Allgeier, Suburban Propane Gas Corp.

Registration for the conference is open to non-members as well as members of NMAA, either on a daily or full program basis. Inquiries may be directed to Annual Conference Publicity Chairman, 259 Clifton Ave., Newark 4, N. J.

Exhibitors at NMAA's Business Show

Addressograph-Multigraph Corp.
American Lithofold Corp.
Autographic Business Forms, Inc.
Bel Air Industries, Inc.
Burroughs Corp.
Clarkson Press, Inc.
Curtis 1000, Inc.
Diebold, Inc.
Dolin Metal Products, Inc.
Eastman Kodak Co.
Egry Register Co.
Friden, Inc.
Globe Ticket Co.
International Business Machines Corp.
Kee Lox Mfg. Co.
Mac Panel Co.
Minneapolis Honeywell Regulator Co.
Monarch Metal Products, Inc.
Monroe Calculating Machine Co.
Moore Business Forms, Inc.
Ray Myers Corp.
National Cash Register Co.
Olivetti Corp. of America
Record Files, Inc.
Service Bureau Corp.
Snapout Forms Co.
Sperry Rand Corp.
Standard Register Co.
Statistical Tabulating Corp.
Systems Sales Co.
Tab Products Co.
Tabulating Card Co.
Uarco, Inc.
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Paul B. Williams, Inc.
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A DURABLE *Beauty* THAT LOVES HARD WORK

The Spot Light of the NOMDA Convention will be centered on Booths 66, 67, 68, 69 East Room where OLYMPIA will show exciting new models you cannot afford to miss. Make sure to visit our booths. For the trends ahead see OLYMPIA

Olympia Writes **BEST** of all . . .
Because it's built **BEST** of all.

OLYMPIA DIVISION INTER-CONTINENTAL TRADING CORPORATION
90 WEST STREET • NEW YORK 6, N. Y.

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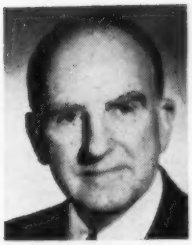
Jules Waedekin
Convention Chairman



Harold Mann
Executive Secretary

Harold E. Steinke
NOMDA President

Annual NOMDA Convention Opens in Milwaukee June 29

THE FOUR STRONGEST panels ever presented at a convention of the National Office Machine Dealers Assn. will be on the program at the Milwaukee meeting, June 29-July 2, in the Schroeder Hotel. The first day's panel on salesmanship and merchandising will be conducted by the manufacturers division. This will be their first presentation since being organized three years ago. William Leahy, director of marketing for Victor Adding Machine Co., will head the panel. He will be assisted by R. H. Maurer, manager of dealer sales, Burroughs Corp.; George D. Scheel, manager of dealer adding machines sales, National Cash Register Co.; K. A. Clark, manager of dealer sales in the appliance division of Royal McBee Corp. and Milton L. Watson, sales manager, portable typewriter division, Smith-Corona, Inc. Each man will handle a different phase of the main topic and develop it to show the dealers how to do a better selling and promotional job.

Electric typewriters will again be the subject of another panel devoted entirely to this machine. The format for this discussion will vary completely this year in that it will be entirely from the floor. Only Charles Meyers will be on the rostrum. Remarks, questions and all participation will be confined to

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"The Miracle Photocopy Machine"
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PLUG IN–COPY EVERYTHING THE EYE CAN SEE
• Copy All Inks – All Colors
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Complete
See You at N.O.M.D.A. Show June 29-July 2 in Milwaukee
NORD MANUFACTURING CORP.
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NOMDA Convention Program

SUNDAY, JUNE 29

9 a.m. Manufacturer, Wholesaler, Distributor Registration.
10 a.m. Dealer Registration.
10 a.m. Exhibits open until 9 p.m.
1:30 p.m. Board of Directors Meeting.

MONDAY, JUNE 30

9 a.m. Exhibits open. Registration continues.
10 a.m. Ladies' Panel Discussion.
12:30 p.m. Luncheon honoring local committee chairmen and executive committee.
1:30 p.m. Welcome to Milwaukee by Mayor Frank P. Zeidler. Response by NOMDA President, Harold Steinke.
1:45 p.m. William Gove: "I'll Swap Ya".
2:30 p.m. Business session. Report of nominating committee.
2:45 p.m. Salesmanship and Merchandising Panel by the Manufacturers' Division.
3 p.m. Ladies Get-Acquainted Tea.
6 p.m. Buses leave hotel for Hubbard Park dinner and entertainment.

TUESDAY, JULY 1

9 a.m. Exhibits open. Registration continues. Display of winning awards and ideas.
10 a.m. Ladies Panel Discussion.
Noon Ladies Luncheon and Fashion Show.
12:30 p.m. Luncheon honoring award winners.
1:30 p.m. Business meeting and election of officers and directors for 1958-59.
1:45 p.m. Presentation of awards to winners of contest in advertising, etc.
2:15 p.m. Panel Discussion on Leasing.
3:15 p.m. Panel Discussion on Electric Typewriters.
4:30 p.m. Board of Directors meeting.
6 p.m. Exhibits open to general public only.
6 p.m. Display of Antique Typewriters at Public Library.

WEDNESDAY, JULY 2

9 a.m. Exhibits open. Breakfast for presidents and secretaries of local associations.
12:30 p.m. Luncheon honoring membership drive winners.
2:30 p.m. Cost of Doing Business Panel Discussion.
4:30 p.m. Board of Directors meeting.
7 p.m. Banquet and Dance. C. Elmer Anderson, master of ceremonies.

those in the audience.

Lease selling will be the title of another panel to be conducted by A. D. Bennett of U. S. Leasing Corp., Pasadena, Calif. Mr. Bennett is in charge of all office machine leases handled by NOMDA members and he will relate what leases can do for the dealer, how they are drawn up and executed.

One of the most popular panels will be titled "The Cost of Doing Business." This is one that members have asked for and it will be under the expert guidance of Paul McWilliams. No problem is of greater importance to the office machine dealer. Hundreds of re-

← For More Information Circle No. 418

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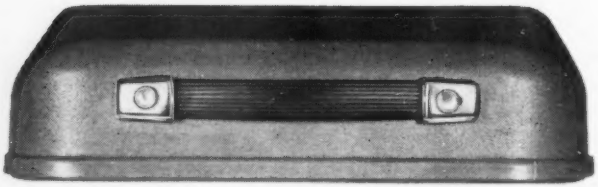
any angle
your
best buy

COLE
PORTABLE

Professional writers like Quentin Reynolds and Kenneth Banghart choose Cole above all other portables, because only Cole has all the important features they demand in a typewriter . . . Mist Green, Desert Sand or Cole Gray. Complete with matching carrying case . . . only **$94.50** plus tax



COLE STEEL OFFICE MACHINES, INC. • Affiliate of Cole Steel Equipment Co., Inc. • 415 Madison Avenue • New York 17, N.

For More Information Circle No. 260

quests have been received from members for this study of cost figures.

One of America's great convention speakers, William (Bill) Gove will give the opening address. Mr. Gove talks to 100,000 salesmen a year at meetings and conventions and he is retained by five national companies as sales consultant.

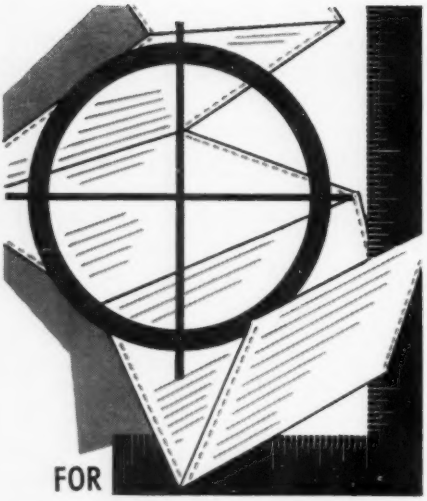
For the first time in the history of NOMDA conventions, the public will be invited to view the displays on the hotel's fifth floor. This departure will be observed with interest by leaders of the association and by the manufacturers. The public showing will be Tuesday evening, July 1, from 6 to 10 p.m. Dealers will be urged to remain away from the exhibit areas during that time.

The ladies of NOMDA will take up where they left off last year. All day Sunday will be set aside for viewing the large number of exhibits. A panel discussion is scheduled for Monday morning, June 30. This will be followed by the regular luncheon where they will hear William Gove. At 3 p.m. that day they will adjourn to their second annual get-acquainted tea. The ladies will then board buses with the men for an outdoor party at Hubbard Park. Tuesday morning there will be another panel and the election of officers. This will be followed by a luncheon, fashion show and a tour of the city. Wednesday will be devoted to shopping and preparation for the banquet and dance that evening. The Los Angeles Dodgers and Cincinnati Reds will provide opposition for the Milwaukee Braves during the convention and most of the games will be at night.

Jules Waedekin is convention chairman and his wife, Ellen, is chairman of ladies activities at the convention. Mrs. Edward Pfitzenmaier is chairman of the Ladies of NOMDA. With the association's great strides in attracting new members during the past year, this convention should break previous attendance records. All office machine dealers can get complete information from Harold Mann, NOMDA executive secretary, 1542 Hillhurst Ave., Los Angeles 27, Calif.

EXHIBITORS AT NOMDA CONVENTION

Addo-X, Inc.
R. C. Allen Business Machines, Inc.
Alma Office Machine Corp.
Ames Supply Co.
Badger, Inc.
Barrett Adding Machine Division
Burroughs Corp.
Calculator Equipment Corp.
California Typewriter Exchange
Clary Corp.
Cole Steel Office Machines, Inc.
DeJur-Amsco Corp.
Dymond-Marks Co.
Ennis Tag & Salesbook Co.
Facit, Inc.
General-Gilbert Corp.
Hennus Co.
Heyer Corp.
Indiana Cash Drawer Co.
Inter-Continental Trading Corp.
Interstate Metal Products Co.
Lagomarsino-FAI
F. G. Ludwig, Inc.
Master Addresser Co.
National Cash Register Co.
Nord Mfg. Corp.
North American Philips Co.
Olivetti Corp. of America
Pacific Instruments Corp.
Paillard Products, Inc.
Pearl Engraving Corp.
Regna Cash Registers, Inc.
Remington Rand Div., Sperry Rand Corp.
Rex-Rotary Distributing Corp.
Royal McBee Corp.
Shipman-Ward Mfg. Co.
Smith-Corona, Inc.
Speed-O-Print Corp.
H. A. Steger Co.
Swift Business Machines Corp.
Tiffany Stand Co.
Torpedo-Werke A.G.
Underwood Corp.
Utility Supply Co.
Victor Adding Machine Co.
Victoria Arduino Corp.



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To insure efficient, uninterrupted operation of your modern printer, you can rely on tabulating forms by Clarkson Press!

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For every tabulating form need. For fast, specialized service.

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YOUR NEAREST FACTORY REPRESENTATIVE

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For More Information Circle No. 401

Travel Wholesaler

(Continued from page 14)

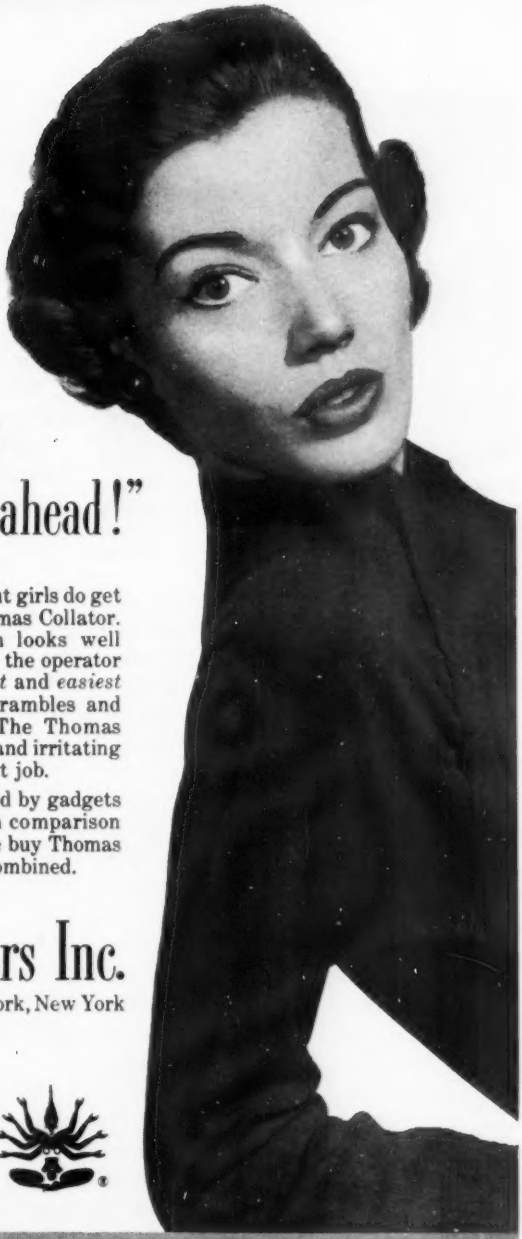
proved its efficiency since travel deals with services and not with material merchandise. The system allows making accurate and fast decisions. The head of a self-contained unit, being familiar with all requirements of his tours, is obviously the right person to make these decisions.

Bennett Tours has streamlined its operations by applying modern equipment which is ideally suited to the self-contained unit system. In a travel organization, possibly more than anywhere else, office machines are the tools that free valuable manpower.

One of the most important requirements for a travel wholesaler is that he be able to communicate with a minimum of loss of time. For this reason we have Bell System teletypewriters in each office for fast communication between our own offices and the airlines. In this way our American offices can,

"You caught me at a moment when I have a lot of things on my desk."

"I tried them all... the NEW Thomas Collator is years ahead!"

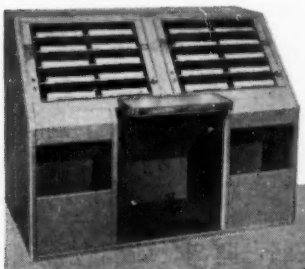


This may sound melodramatic, but girls do get carried away over the *New* Thomas Collator. The modern functional design looks well anywhere. It's been designed for the operator to handle collating in the *fastest* and *easiest* way possible. No more mad scrambles and hectic last minute deadlines. The Thomas Collator turns a time consuming and irritating chore into a pleasant and efficient job.

One more thing, don't be misled by gadgets or trick names; make your own comparison and you'll know why more people buy Thomas Collators than *all* other makes combined.

Thomas Collators Inc.

Dept. B, 50 Church Street, New York, New York



Eleven models—to meet your specific needs

For More Information Circle No. 219

Bennett Tours produces most of its forms and other travel documents on a Multilith offset duplicator.

for instance, within a matter of minutes find out whether certain conducted tours are sold out or whether the allotment situation with some hotels enables them to comply with the preference of a client for a specific hotel. Last minute changes in flight numbers for airlines can be passed on quickly. Furthermore, correspondence by mail to the travel departments of the airlines can be reduced considerably.

Another time-saver is the Series 50 Auto-Typist of which we have two. These have resulted in a great saving of labor, in consequence of which the purchase cost was covered after 3½ months' use. This push-button selector model is used for typing both suggested and final itineraries. Although one tour will hardly ever be the exact image of another, this is not the case with local sightseeing, excursions and short local tours which often are operated once or twice a week. The descriptive texts of most frequently used touristic trips (more than 200 in Europe alone) have been coded by Bennett's to correspond with the push-button selector on the Auto-Typists. The itinerary expert uses the codes listed in his catalog. The Auto-typist operator can, without difficulty, prepare 8-10 individual itineraries of average length a day. Fill-ins, names, dates or paragraphs referring to the tour in question are inserted manually in the itinerary.

Most of the printed matter used by Bennett offices in the U. S. is produced in the New York office on a Multilith Model 80. In this respect, too, Bennett Tours is self-contained and can easily control the particular forms needed for the preparation and presentation of travel documents. These forms comprise itinerary sheets, pages of arrangements stipulating the conditions and rules under which the tours will be operated, vouchers, tour history sheets, request forms for European offices and agents, and maps. The offset duplicator also allows for quick action in case a message of importance has to be circularized to travel agents. Itineraries are plastic bound on General Binding Corp. equipment.

Finally, a Cormac Corvette photocopier is used in case information contained in certain articles or letters justifies its distribution to our own offices or to a limited number of agents.

We can conclude by saying that this office equipment, although it can never fully replace the personal attention needed for the careful preparation of tours and other travel arrangements, ideally supports and fits in with the principles which make for efficient work organization of a travel wholesale firm.

For More Information Circle No. 425 →

An Off-the-Floor Watercooler

BUILDING MANAGERS and maintenance men are often confronted with the problem of how to do a quick yet thorough job of cleaning around watercoolers. This problem is accentuated by the necessity of keeping cooler areas clean to maintain proper sanitation standards. When the 28-floor Murchison Tower building in Denver is completed this year, it will incorporate an interesting solution to this maintenance-sanitation problem.

Watercoolers in the new building, home of the First National Bank of Denver, will be mounted on racks suspended from the walls. This will allow ample clearance underneath the coolers for mopping and other clean-up operations. Coolers will be hung 9″ off the floor on a heavy gauge steel wall rack made by Cordley & Hayes and called a Cordleyrac. The racks are secured to the walls with toggle bolts. The coolers themselves are Cordley J-8 models which stand only 31″ high and are raised to 40″ by the rack to put the bubbler at normal height.

In their overall plan for cooler installation, Murchison Tower architects Raymond Harry Ervin & Associates incorporated a space saving idea. With the exception of the coolers on the first five floors, all the units will be hung inside 14″-deep alcoves. Thus only an inch or two of the cooler cabinet will project into traffic areas.

Altogether there will be 150 coolers in the building when it is fully occupied, and 36 will be building owned. These will be placed near washrooms on the various floors. The remaining coolers will be purchased by tenants.

The rack mounting idea came from the chief engineer of the mile-high-city's 23-story Denver Club building, also Murchison-owned. When this building went up three years ago, Cordley coolers were specified by the same architectural firm. The club's chief engineer asked the question, "Isn't there a way to keep the floor around the base of the coolers clean; we can't depend on the janitors to keep it shining." This sparked the idea of the wall-hung, off-the-floor installation.

Rack-hung Cordley & Hayes watercoolers are designed to ease floor cleaning.

→ For More Information Circle No. 425

WHEN ORDERING CALENDAR BASES OR REFILLS

SPECIFY EVER READY BECAUSE:

CHOICE OF BASE COLORS:

To keep pace with the trend to color in office decoration, all popular Ever Ready base models are now available in Walnut, Grey, Mist Green and Desert Sand.

FAMOUS KEY-HOLE SLOT:

Permits easy and quick removal of old page stubs. Simply loosen, not remove, top plate studs, lift off top plate, pull out page stubs and the job is done.

PATENTED SNAP-ON ARCH:

Biggest improvement in calenders in years. A light press on the arch and the pad is securely locked in place. A light squeeze of the spring and the arch is released.

TRIM BASE DESIGN:

The Ever Ready base is so well balanced in design that it is just as "at home" in the smartest inner-office setting as in the busiest outer office.

CHOICE OF PAGE STYLES:

Three page styles are available for all Ever Ready 5" x 8" bases. There is a Regular Pad, an Appointment Pad, and a Three-Months Head Pad.

FINGER-TIP REFERENCES:

Pads include tables of Weights and Measures, How To Compute Gross Profit, Rules for Computing Interest, a Fifteen Year Calendar, and other handy references.

QUALITY BOND PAPER:

All pads are printed in two colors on a high grade bond paper for fast, smooth writing with any kind of writing instrument. Printing is sharp and clear.

MYLAR-WRAPPED REFILLS:

Ever Ready's new, Mylar-wrapped refills protect the pages from soil and damage. Page styles and drilling are visible at a glance.

Telephone your local Ever Ready dealer for quotations on quantity purchases. If none is listed, write us for the name of a dependable dealer in your vicinity. No obligation, of course.

The EVER READY Calendar

EVER READY CALENDAR MANUFACTURING CO.
150 BAY STREET • JERSEY CITY, NEW JERSEY

For More Information Circle No. 250

RIGHT or WRONG in Employee Relations

A ROUNDUP of day-to-day employee problems and how they were handled by management. Each incident is taken from a true-life grievance which went to arbitration. Names of some principals have been changed.

Can You Reprimand Without Naming Informant?

What Happened:

Two employees received written reprimands for infractions of company rules. When the employees questioned the company's basis for such action, they were told that it was based on information received by telephone from one of its employees. It refused to name the informant or specify when the offense had occurred. The men challenged the company's right to reprimand them on such evidence, and took their case to arbitration where they argued:

1. They had no opportunity to prove that the informant was lying or misinformed.

2. The reprimands based on such evidence should be removed from their personnel files and destroyed.

The company replied:

1. The employees had no right to challenge the reprimands and bring the matter to arbitration unless (or until) the reprimands were used as a basis for disciplinary action.

2. To reveal the name or names of informants would dry up its sources of information among conscientious employees.

Was the Company:

RIGHT ☐ WRONG ☐

WHAT ARBITRATOR ISRAEL BEN SCHEIBER RULED: "The livelihood of a worker should not be placed at the mercy of an informer who is immune from testifying under oath at an arbitration proceeding and submitting to cross-examination. The basic concept

of our system of jurisprudence is that one accused shall be presumed innocent until proven guilty by competent evidence. Mere accusations and unsupported charges are not evidence. While the company cannot be required to remove the reprimands from the employees' records and destroy them as requested, it may not use these reprimands as the basis for future disciplinary action. There is no merit to the company's contention that the men have no right to challenge the reprimands until they have been used against them. A reprimand is a step in the disciplinary procedure and, as with other disciplinary action, must be supported by competent evidence."

Is the Garnishment of Wages Just Cause for Discharge?

What Happened:

During the year, the company received quite a few notices that various employees' wages were garnisheed, and that the company was to turn over a fixed sum each week to the creditor out of the wages of these employees. The payroll department was instructed to do this. Through an oversight, one garnishee was not honored, and the company was held accountable for the indebtedness. A rule was posted on the bulletin board stating that, after this notice, garnishees were grounds for discharge. A few weeks later, a garnishee notice was received by the company, and the employee was discharged immediately. He protested, and argued:

1. The garnishment had nothing to do with his work performance.

2. The debt was the result of a bookkeeping error at the store, and it would be cleared up the same day.

3. Garnishment is not just cause for discharge.

The company replied:

1. The large number of garnishments created a serious bookkeeping burden that the employer should not be asked to carry.

2. The posted rule was reasonable because it did not provide punishment for past offenses.

3. The posted rule was intended as a warning to avoid the necessity of having to discipline offenders.

Was the Company:
RIGHT ☐ WRONG ☐

WHAT ARBITRATOR MILTON FRIEDMAN RULED: "It is true that the garnishee resulted from the employee's activities off the employer's premises. However, the employee's conduct imposed a burden and responsibility upon the employer that need not

IS YOUR MESSAGE "DRESSED" FOR THE JOB...

A GOOD PAPER REFLECTS THE CHARACTER AND STANDING OF A BUSINESS

How well your message is received is strongly influenced by the quality of the paper it is written on. Fuzzy type impressions caused by excess surface lint, show-through because of poor opacity, and offset due to slow ink absorption can destroy the effectiveness of the best written copy.

Triad Mimeo papers* are made especially to satisfy the most discriminating buyers of paper—and do it economically. It has excellent appearance and good strength. It is lint free, eliminates clogged stencils and fuzzy type impressions. It is unusually opaque even in the lighter weights and takes up ink fast enough to avoid offset. It is available in a wide range of pleasing colors.

Next time ask your distributor for TRIAD MIMEO. Or, if you like, write us for samples. Name the colors and weights desired and direct your request to Dept. O

*Watermarked, No. 1 grade—Sulphite

Groveton Papers Co.

GROVETON, NEW HAMPSHIRE

Specializing in fine papers for office machines

For More Information Circle No. 245

be undertaken by the employer unless he chooses to do so. The additional bookkeeping work and the additional responsibility (as evidenced by the necessity for the employer to make good for one of his employees) demonstrates that it was a serious problem that the employer attempted to eliminate. In the instant case, the employee claimed that the garnishee was the result of an error in his store account. The arbitration took place three weeks after his discharge, but the error obviously has not been corrected because the garnishee has not been withdrawn. It appears to the arbitrator that the employer imposed a reasonable rule. The discharge was for just cause."

Can a Worker Be Fired for Lie on Job Application?

What Happened:

The company had a very strict rule —any employee who falsified his application blank was subject to dismissal. When Harry V. applied for a job, he admitted on the application form that he had been arrested once for "drinking." He got the job. Five years later, in a routine investigation of Harry V. relative to a compensation case, the company discovered that he had a record of 12 arrests. He was fired.

At the arbitration hearing, the company argued that it had the right to fire a man who lied on his job application, and Harry V. did just that.

The employee admitted his indiscretion but maintained:

1. I've been a good employee for five years. Why hold my past against me?

2. If the company took the trouble to investigate the applications of all its employees, it would find falsifications in most of them. Everybody withholds something in order to get a job.

Was Harry:

RIGHT ☐ WRONG ☐

WHAT THE ARBITRATION BOARD RULED: "The present consensus of arbitrators appears to be that, after a lapse of some reasonable period of time, falsification of an application for employment should not operate as a complete and sufficient cause for discharge, but should be considered in the light of the total circumstances. Without in any sense minimizing the obligation of the employee to answer questions properly asked by his prospective employer, we believe that to allow even substantial false statements in applications to be used forever as absolute and complete cause for discharge is to prevent an employee from reforming his life and from building better than he may have built before. Harry V. is to be reinstated in his job."

H. J. Haughton, Vice President and Controller, Jones & Laughlin Steel Corp.

"Moore forms help us keep tab on costs"

AUTOMATED SYSTEM GIVES JONES & LAUGHLIN ACCURATE BUDGETING FOR RIGID COST CONTROL

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Build control with

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For More Information Circle No. 266

a new addo-x now

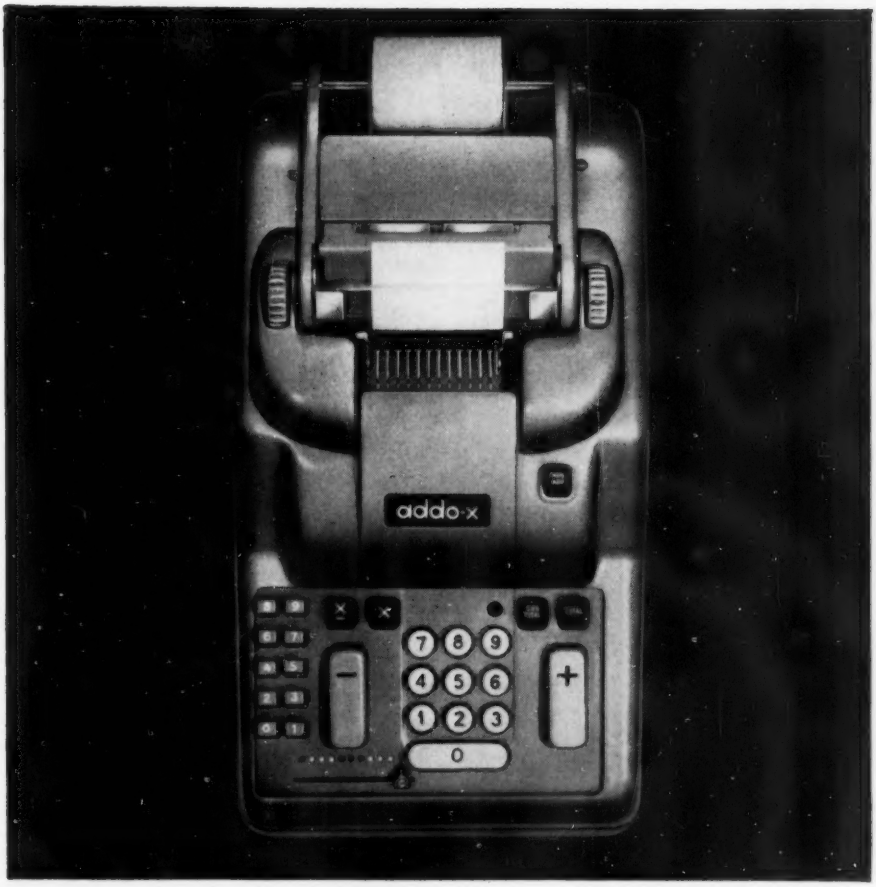
completely automatic multiplication

at conventional adding machine cost

- *it's* — **new** — **new** — **new** — *"addo-x" model 2341E automatic multiplier*
- *with* — **fast** — **fast** — **fast** — *completely automatic multiplication*
- *priced* — **low** — **low** — **low** — *no more than a conventional adding machine*
- *you* — **save** — **save** — **save** — *with this truly unique adding machine*

for details phone, wire or write "addo-x inc", 300 Park Avenue, New York 22, NY, PL 5-5420

For More Information Circle No. 249



- *it's* —— **new** —— **new** —— **new** —— *"addo-x" model 2341E automatic multiplier*
- *with* —— **fast** —— **fast** —— **fast** —— *completely automatic multiplication*
- *priced* —— **low** —— **low** —— **low** —— *no more than a conventional adding machine*
- *you* —— **save** —— **save** —— **save** —— *with this truly unique adding machine*

for details phone, wire or write "addo-x inc", 300 Park Avenue, New York 22, NY, PL 5-5420

For More Information Circle No. 249

New Products

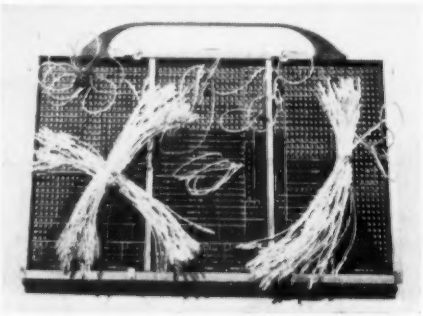
DICTATING MACHINE

North American Philips Co., 230 Duffy Ave., Hicksville, N. Y., announces the Norelco 35 portable dictating and transcribing machine with magazine loading.

To record or play back, the operator simply drops the magazine in its receptacle and pushes a button. Only five controls handle all operations: record, playback, rapid review, fast wind, fast rewind, stop, start and volume level. The Norelco 35 is priced at $179.50 with choice of either transcription or dictating accessories. Transcription accessories include: foot control, typewriter control, head set and single ear piece. Dictation accessories are: microphone-speaker and log pad. The microphone is sensitive to all voice levels and changes, and automatically adjusts itself to them. Typists can transcribe dictation for hours without aural fatigue and time consuming mistakes. The microphone serves as a speaker for playback and dictation review. In case of interruptions or corrections, the machine permits quick review with minimum fuss and waste of time. A highly accurate automatic counter enables the user quickly to locate any section of dictation, even single words. A full 35 minutes of dictation can be recorded on one reel, 17½ minutes per side. The magnetic tape can be rerecorded over and over again an unlimited number of times. Recording automatically erases previous dictation but it is impossible accidentally to erase dictation during transcription or rewinding. Machine automatically switches off recording when any of the rewind controls is engaged. Accidental erasure is also impossible when typewriter or foot control plugs are inserted. The machine is conveniently portable, weighing less than 8 lbs. Accessories include: tape mailing cartons, telephone recording adapter, carrying case and conference loudspeaker for playback to large groups. **For More Information Circle No. 191.**

TAB CONTROL PANELS

Mac Panel Co., High Point, N. C., is licensed by IBM to produce direct contact type Control Panels and wires of all descriptions for use in IBM punched card



equipment. All products are manufactured according to IBM specifications. Formerly known as the Machine Accounting Control Panel Co., this firm is a subsidiary of Adams-Millis Corp., which has a net worth of over $8 million and a 53-year successful manufacturing record in the hosiery industry. Warehouse facilities are maintained for prompt delivery of panels. **For More Information Circle No. 106.**

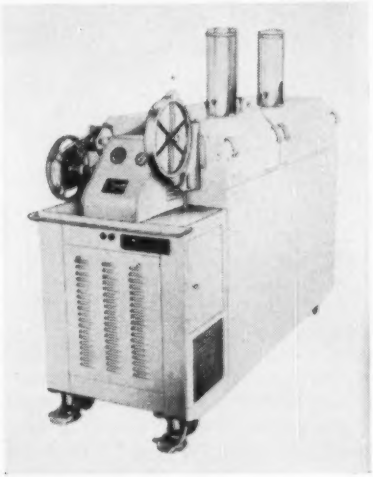
GUMMED PAPER

Nashua Corp., Nashua, N. H., makes Davac R gummed label paper, designed for easy printing on office duplicators. This paper has a porous adhesive which insures continuous moisture balance between paper and adhesive to prevent curling. It feeds like ungummed paper on duplicators and other office machines. The printing surface is not subjected to breaking or stack calendering. This allows for

excellence in printing. Even the adhesive side of the paper can be printed on, which makes it suitable for "look-through" file labels or window stickers. The non-curling quality allows storing larger quantities of this paper for convenience and economy. Labels printed on it may be stored for long periods without cracking or curling. The labels moisten uniformly and deeply for a firm bond. The paper's wide tack range also makes it more useful. **For More Information Circle No. 136.**

MICROFILM PROCESSOR

Houston Fearless Corp., 11855 W. Olympic Blvd., Los Angeles 64, Calif., makes the Model 22-BC Microfilm Processor which accommodates both 16mm and 35mm film. It is daylight operating and has an archival wash for maximum film permanency. Processing speed is variable up to 20 ft. per minute depending on temperature and energy of solution. The



machine is semi-portable, mounted on casters. Constructed almost entirely of stainless steel, it incorporates a spray-type pre-wash, circulating pumps, refrigeration system, solution heater, direct-reading thermometer, replenisher system, film magazines and an advanced design transport mechanism with variable speed transmission. The dry box is equipped with heat lamps and an air filter. **For More Information Circle No. 170.**

ADDING MACHINE

Monroe Calculating Machine Co., Orange, N. J., makes a hand-operated Simplex ten-key adding machine for adding, subtracting and listing. This Little Giant Model 811H14 is price-designed to enable office managers to put one on every desk. It is rugged enough to withstand the wear

of counter-top use, and small and light enough for businessmen to carry. No larger than an 8″ x 11″ sheet of paper and weighing 14 lbs., the Little Giant is sturdily built for heavy-duty use. It offers the same quality workmanship, inside and out, as Monroe's popular 600 Series, and provides direct subtraction and automatic

credit balance. Minus items, negative totals and sub-totals print in red. The machine has a standard size ten-key Monroe keyboard, standard tape and ribbon and standard locks to prevent misoperation. Listing capacity is 999,999.99; totaling 9,999,999.99 both positive and negative. Price: $149.50. **For More Information Circle No. 165.**

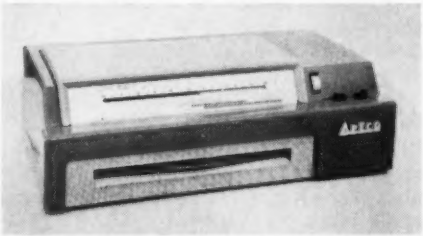
TYPE COMPOSING MACHINE

American Type Founders Co., 200 Elmora Ave., Elizabeth, N. J., announces the ATF Typesetter for the photographic

composing of type in sizes from 5 to 14 pt. and in measures up to 7½″ wide. Two portable desk machines are used: an electric typewriter tape punch and a photographic unit. The composition is typed on the typewriter keyboard to produce a common language punched tape and a typewritten proof of the copy. The tape is used in the photographic unit to automatically set type at the rate of 7000 characters an hour (10,000 per hour with addition of a high speed attachment). This type is produced on film for offset platemaking, or photo-engraving for letterpress reproduction, in positive or reverse. The system is designed for producing text and tabular composition. Type lines are automatically justified (even margins) by punching a spacing code in the tape when lines are typed. The automatic photographic unit also has a keyboard for direct manual production of unjustified composition, such as headings. Linespacing (leading) may be set from 4 to 16 pts. in ½-pt. increments. Each changeable plastic type disc carries roman and italic, or roman and bold, of a popular type face. There are also discs with accents, technical signs, etc. The typewriter unit has a code deletion key for correcting errors in typing, and corrections also can be set on the photographic unit's keyboard. For an illustrated booklet describing the ATF Typesetter and its office uses, **Circle No. 123.**

PHOTOCOPIER

American Photocopy Equipment Co., Evanston, Ill., makes the Apeco Uni-Matic Auto-Stat photocopying machine which reproduces a document in only 19



seconds. Its one-step or synchro-copying feature necessitates only one insertion of the original to produce a high quality copy of any printed, typed, written, photo-

graphed or drawn material. This new, high speed, one-step, desk top, electric machine sells for $423.50. The Apeco Dial-A-Matic Auto-Stat photocopier, a combination machine with 14"-width capacity, has been reduced to $347.50. **For More Information Circle No. 139.**

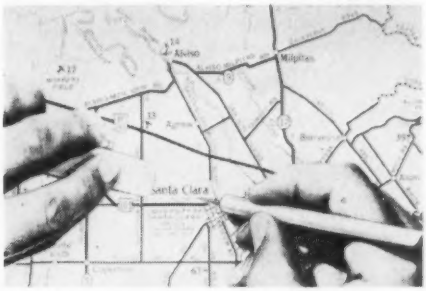
BEVERAGE DISPENSERS

Temprite Products Corp., Box 72, East Maple Road, Birmingham, Mich., makes two self-contained Hot & Cold Bottle Water Dispensers. Cadet Model BH-2S measures only 12" square by 36" in height, weighs 84 lbs. The Cadet will accommodate up to 90 office workers with cold drinking water plus an additional 190° hot water supply at the rate

of 60 cups per hour for instant preparation of coffee, tea, hot chocolate, dehydrated beverages and soups. Companion Model BCH is a combination Hot & Cold Dispenser with a refrigerated stainless steel, 1 cu. ft. storage compartment with two large ice cube trays. Model BCH preserves bottled beverages, foods, ice cream or pharmaceuticals. Compartment door is provided with a lock and key. Cabinets are heavy gauge sheet steel finished in a light mist gray baked enamel. Hot and cold faucets are enclosed in attractive molded Styron to protect the user's hands against steam. **For More Information Circle No. 166.**

ADHESIVE LETTERING

Monsen Typographers, Inc., 22 E. Illinois St., Chicago 11, Ill., have developed a heat-resisting adhesive for use on Monsen Trans-Adhesive Impressions. Type and symbols can be quickly mounted on tracing linen, vinyl or other translucent materials to make prints directly from original drawing on hot copying machines such as Ozalid, Bruning and blueprinting machines. All typographic detail is held firmly in place at high temperatures. Monsen HR-Heat Resisting Trans-Adhesive Impressions are precision proofs printed



on clear or matte acetate. Almost any symbol, word or charting detail is provided, printed on both sides of the acetate in perfect register to assure opacity. No heat is required to apply, just burnish with a cold burnishing tool. Also available in two other easy-to-use styles: White-Backed Trans-Adhesive Impressions for use where symbols, names and other detail are to block out the material under them, and Regular Black-Ink Trans-Adhesive Impressions for use on original drawings which will be copied by "cool" processes such as photography for reproduction by letterpress or offset. Monsen Trans-Adhesive Impressions eliminate expensive hand lettering on charts, maps and other printed matter. For full details and samples, **Circle No. 103.**

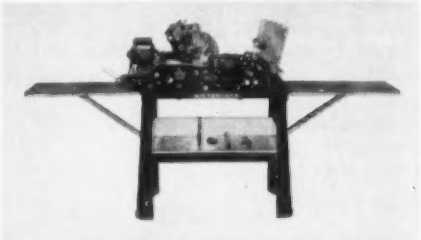
TAX COPYING PAPERS

Minnesota Mining & Mfg. Co., 900 Bush St., St. Paul 6, Minn., announces five new colors of Thermo-Fax copy paper to match all five colors of U. S. Internal Revenue Service income tax forms. These papers are heavier in weight than the current line of Thermo-Fax copy papers and particularly suited for use by accountants, tax specialists, business firms or individuals filing tax returns. Copies can be submitted directly to the Internal Revenue Service or maintained for personal records. By making copies of original forms, retyping or manual copying of returns is eliminated, as are errors made in recopying. The colored copy papers are green for 1139 Application for Trust Carryback Adjustment

and 709 Gift Tax Return; yellow for 1065 Partnership Return of Income; pink for 1041 Fiduciary Income Tax Return (estates and trusts); blue for 1120 Corporation Income Tax Return; white for 1040 and 1040A Individual Income Tax Return and 1120L Life Insurance Company Income Tax Return. In addition to copying tax returns, the new papers are available for regular copying tasks on any Thermo-Fax copying machine which makes completely dry copies of anything printed, written or drawn, in four seconds. Papers have stable images and can be stored indefinitely without consideration for shelf life or special lighting. No chemicals, negatives, liquids or color additives are necessary in making duplicate copies. For more information on these and other Thermo-Fax copy papers, **Circle No. 110.**

ENVELOPE PRINTER

Southworth Machine Co., 29 Warren Ave., Portland, Me., makes the Southworth Automatic Envelope Press which prints both the face and flap. It operates at speeds from 10,000 to 18,000 impressions an hour and, by means of an exclusive patented design, opens the flap, prints both face and flap, and delivers the printed envelopes with flap closed. It prints all



commercial open side envelopes from No. 5 to No. 12 and baronials, from either electros or rubber plates. The Southworth Envelope Press is used by such concerns as Elco Printing Co., Bethlehem Steel Co., National Cash Register Co., Security First National Bank of Los Angeles, and National Press. It is shipped all assembled ready to put into operation. There is no installation bill. All that is required is an outlet into which to plug the motor. The relatively small size of the press (height 52″, width 25″, length 54″) means that there is no space problem. **For More Information Circle No. 132.**

MULTIPLYING ADDER

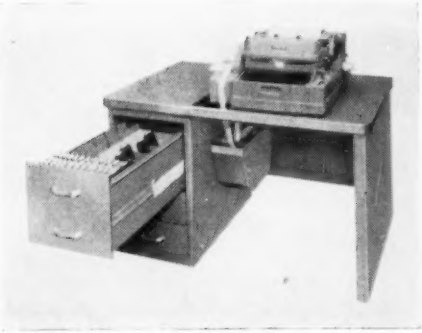
Addo-x, Inc., 300 Park Ave., New York 22, N. Y., announces the addition of the Addo-x Model 2341E Automatic Multiplier with push-button multiplication, to their line of ten-key adding machines. Equipped with an extra, simple to operate, multiplier keyboard, this model serves as a dependable listing calculating machine. The operator sets up the multiplicand on the regular keyboard and the multiplier on the multiplication keyboard, then depresses the total key and the answer prints on the tape. Short cut Step-o-matic multiplication

plus 170 rpm cycling make the Model 2341E one of the fastest listing calculators. The multiplier keys do not have to be held down for any specific length of time, and the keyboard is interlocking. The machine

has a listing capacity of ten columns, 11 column totaling capacity and costs no more than the regular 10-11 column adding machine without the multiplication feature. **For More Information Circle No. 104.**

TAPE MACHINE DESK

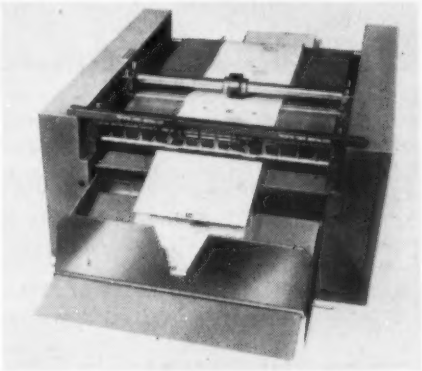
Shaw-Walker Co., Muskegon 4, Mich., makes Shaw-Walker Flexowriter File-Desks which are completely organized



work stations for every Flexowriter machine operation. All punched data is at operator's fingertips for top speed machine production. For floorspace saving, a 60″ desk houses up to 3500 4 ft. tapes or 39,000 edge-punched cards in 12 sq. ft. A flip of the fingers and the wanted tape or card is immediately visible. Automatically tilting wobble blocks support punched data with perfect reference freedom. To reduce noise and absorb vibration, desk top is heavily undercoated. There are 36 models and a wide choice of finishes and top colors. Pictured is the 44″ model.

STATIC ELIMINATOR

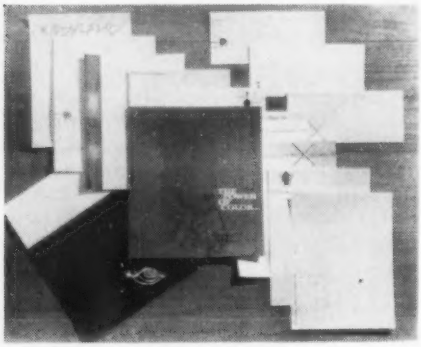
Dillon-Ford & Co., 154 Nassau St., New York 38, N. Y., announces the Magic Wand Static Neutralizer for office machines such as duplicators, bursters, collators and tabulators. The Magic Wand is an induction type neutralizer which is mounted on the office machine where the concentration of static is greatest. It dissipates the static electricity and allows



paper to flow freely. No electrical connection is required; only a simple ground wire is used. It can be safely used anywhere because there is no possibility of shocks such as might be caused by high voltage neutralizers. The device can be attached in seconds by simple brackets or spring clips which are supplied—no tools or skill are needed. The Magic Wand's low cost, simplicity of operation, safety and effectiveness make it ideal for office machine use. **For More Information Circle No. 138.**

LETTERHEAD KIT

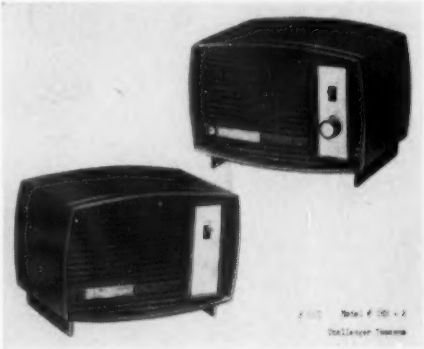
Fox River Paper Corp., Appleton, Wis., offers a sample kit of letterheads and matching envelopes to demonstrate Fox River Laid, a new 25% cotton paper. Nine letterheads demonstrate the nine colors in the line. Art director Ralph Jahnke, who designed the kit, selected eight areas of business: foods, heavy industry, marine equipment, lawn and garden supplies, sanitation and health, publishing, toys and



entertainment, and created a fictitious letterhead for each category, using the pastel color most appropriate for the paper. The ninth letterhead, on white Fox River Laid, was designed for Fox River Paper Corporation's own use. The letterhead samples also demonstrate the following processes: lithography, letterpress, engraving, embossing, thermography and die-cutting. For the free kit, **Circle No. 173.**

INTERCOM

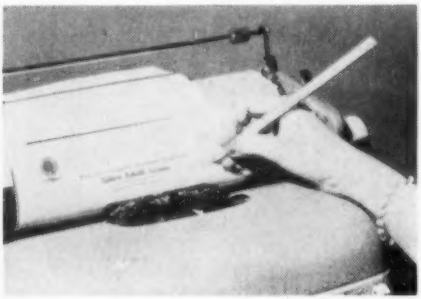
David Bogen Co., Box 500, Paramus, N. J., makes the Challenger Twosome, a low-priced two-station intercom system which offers simple operation, easy installation, durability and graceful design, in addition to Bogen quality sound reproduction. Both the master and remote station have two controls. The master has a volume control which regulates both master and remote and a talk-listen switch. The remote has a talk-listen switch and a privacy switch. In the non-private position, the switch allows the master to receive messages originated at the remote without requiring the sender to operate the talk-listen switch. A 45-ft. wire is supplied with this CHS-2 model and up to 250 additional feet may be added. Operation requires only insertion of the master plug



into an AC or DC outlet and attachment of the intercom connecting wire (no power connection to the remote). Cased in extra strong plastic cabinet, the Challenger Twosome, master, remote and 45 ft. wire is $39.95 (Far West, $41.05). **For More Information Circle No. 118.**

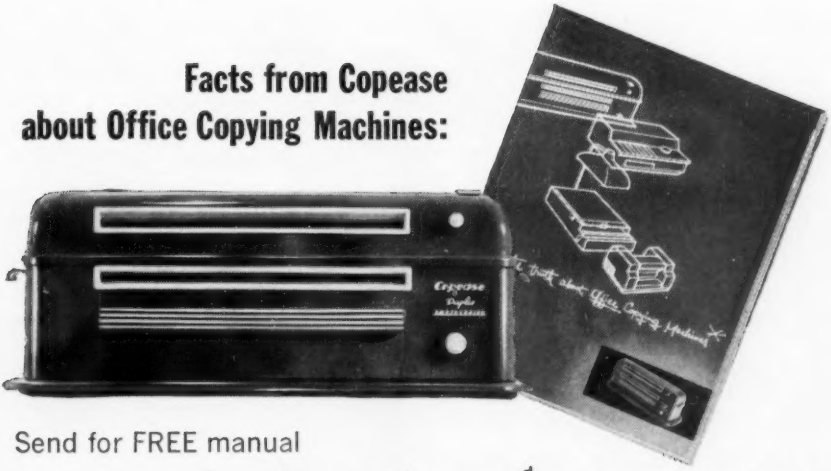
TYPING ERASERS

Weldon Roberts Rubber Co., 365 Sixth Ave., Newark 7, N. J., advises that typing with carbon paper and acetate ribbons is a little difficult to erase cleanly. Weldon



Roberts Rubber Co. consulted with several manufacturers of carbon paper ribbons to evolve an erasing method suitable to this medium. They found that although a con-

Facts from Copease about Office Copying Machines:



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the truth about Office Copying Machines

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3. Which machine will produce my copies at lowest cost?
4. Can anyone operate it?
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CITY.....ZONE....STATE.....

For More Information Circle No. 218

flict of erasing purposes occurs, two simple steps will result in a neat, clear, smear-free erasure. The first step recommended is to remove the surface carbon using Weldon Roberts Green Glow Eraser No. 448, a soft, paper-wrapped, pencil shaped eraser. A light circular motion, gradually increasing the pressure as the carbon is absorbed, seems to give the best results. The final image then can be erased quickly and without smearing by using Weldon Roberts Graypoint Eraser No. 378 (paper-wrapped) or Weldon Roberts Graypoint Eraser No. 365 or No. 3650 Whisk (wood-cased; can be sharpened in a pencil sharpener or with a knife). For free sample erasers and a description of recommended methods, **Circle No. 126.**

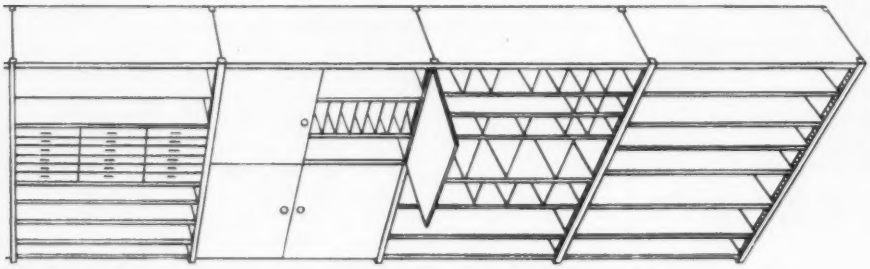
ADJUSTABLE WOOD SHELVING

Lundia Div., Swain & Myers, Inc., 224 W. Cerro Gordo, Decatur, Ill., offers Lundia pre-fabricated adjustable wood shelving, designed in Sweden by Harold Lundquist. Load capacity per shelf is guaranteed by the manufacturers at a minimum of 500 lbs. Shelves are adjustable every 2" and may be tilted forward for use as desk or drawing areas. Accessories include shelf dividers, enclosing walls and doors, clothes racks and drawer units. The shelving is available unfinished, natural with sealer and lacquer; or stained light, medium or dark with sealer and lacquer. Installation requires only minutes and no special tools. Only a screwdriver is needed, to attach cross braces at the rear. Shelves are set into place with patented steel angle pins inserted through pre-drilled holes in the uprights. Angle iron inserts, imbedded in the ends of each shelf, are brought down to rest on the steel pins in the uprights. Lundia shelving will be available in all standard industrial and commercial sizes. **For More Information Circle No. 111.**

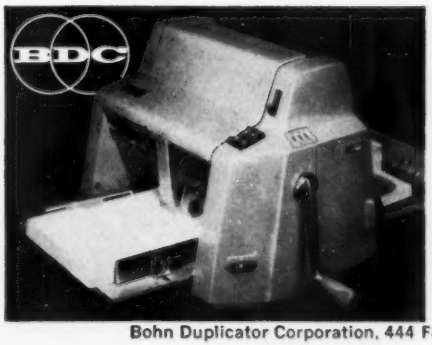
POSITIVE FILM

Gevaert Co. of America, 321 West 54th St., New York 19, N. Y., offers Gevacopy Positive Film for use in visual aid projection machines. One or more overlays may be used to fully explain such things as

construction, progress, etc. The film is also excellent for diazo originals, and as overlays on original copy for photocopiers. Forms, letterheads, etc., may be easily added to original copy through the use of Gevacopy Positive Film, and it produces excellent negatives for offset reproduction, immediately and at low cost, on copying



just turned out 5000 mimeograph copies



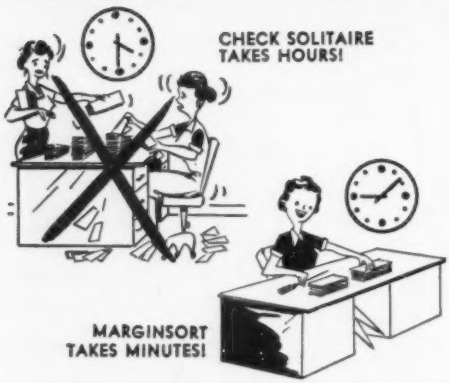
Designed like a printing press, the **BDC Rex-Rotary M-4** is built for clean work and clean worker. Gone are the liquid ink and the old fashioned leaky drum. In their place, paste-ink that feeds from an ever-sealed, disposable cartridge. Results? Clean, sharp impressions; clean, happy operator. No other mimeograph at anywhere near its price offers so many superiorities as the M-4. Send for free folio: "The Work and the Wherefore of the M-4."

Automatic, electric and only **$345** PLUS F.E.T.

Bohn Duplicator Corporation, 444 Fourth Avenue, New York 16, New York

For More Information Circle No. 269

The KEY *to*
Quick, Efficient, Economical
CHECK RECONCILEMENT
is
MARGINSORT



CHECK SORTING SPEEDED UP

MARGINSORT checks have been used extensively for many years, and are recognized as the most efficient and lowest cost means of eliminating the time consuming job of check sorting.

EASY TO ADOPT

MARGINSORT can be incorporated into your present record keeping and check reconcilement system without any change in existing design or office equipment. The savings in time and money will astound you.

Send for complete information, samples, and name of your closest Forms and Systems Dealer.

Gentlemen:
Please send the full story on Stevenson & Smith's Marginsort.

Name ..... Title .....

Company .....

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City ..... State .....

STEVENSON & SMITH, INC.

39 Lackawanna Place
Bloomfield, New Jersey

For More Information Circle No. 217

machines. Gevacopy Positive Film with clear base comes in 100-sheet units: 8½" x 11", 8½" x 14", and 11" x 17". Special sizes are available in minimum quantities of 1000 sheets. List prices run from $18.20 per hundred 8½" x 11" sheets to $36.40 per hundred in size 11" x 17". **For More Information Circle No. 108.**

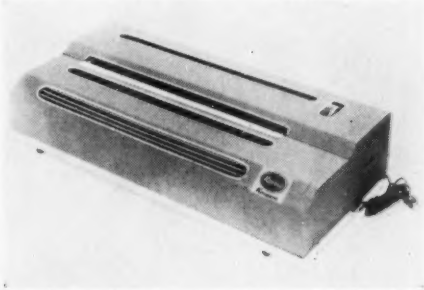
MACHINE WORK STATION

Tab Products Co., 995 Market St., San Francisco 3, Calif., makes Storaway units which provide a complete work center for data processing departments. The Storaways have a neat appearance while providing complete accessibility and flexibility for storing and handling every size control panel, forms and other machine room materials. The retractable doors are

easy to operate and may be kept closed at all times except when removing or replacing panels or other material. Index label holders allow identifying contents. Other features of the Storaways include: adjustable shelves tailored by shelf dividers to most orderly use of space, plastic laminate work surface, rigid electric welded construction, stainless steel trim. All features available on both single and double width Storaways. Extra desk tops, panel legs and other accessories complete the line. **For More Information Circle No. 134.**

PHOTOCOPIER

Rovico, Inc., 318 Market St., Newark 2, N. J., announces the Rovico Fotomate Copymaster, a high speed photocopier which copies originals up to 19" wide and any length. Its 19½" throat also allows two operators to work side-by-side for volume copying. It copies anything typed, written, printed, drawn or photographed in any color on any paper. Copies



can be made of one- and two-sided originals. The sharp, clear, permanent copies are produced in seconds, and the machine makes film for offset plates, overlays for color artwork, silk screen plates and diazo masters. Of all metal, stainless construction and light enough to be carried from office to office. Plugs into any AC outlet. Available in three models with throats of 10", 15½" and 19½". Finished in choice of executive gray, imperial green and regal blue. **For More Information Circle No. 172.**

ADHESIVE

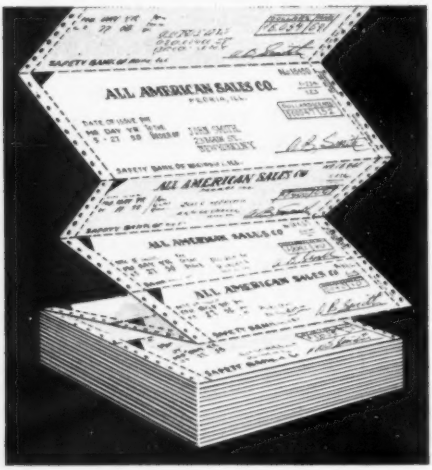
W. J. Ruscoe Co., 483 Kenmore Blvd., Akron 1, Ohio, offers Goodyear Pliobond, an adhesive which is said to bond anything to anything. It is waterproof, chemical resistant and remains flexible while maintaining a permanent bond. In the office, it is handy for emergencies such as repairing a rubber duplicator pad until a new one can be obtained. Pliobond will stick paper labels to metal and glass sur-

faces; mount heavy cardboard and sample swatches; attach first class envelopes to packages, etc. A tube of Pliobond with long nozzle for pinpoint application is 35c.

It is used by several appliance and office machine manufacturers in the assembly of their products. **For More Information Circle No. 150.**

CONTINUOUS PUNCHED CARDS

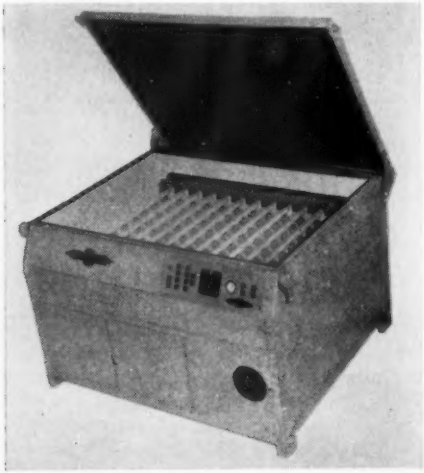
Forms, Inc., Easton Rd. & Pennsylvania Turnpike, Willow Grove, Pa., makes Formscard continuous tabulating cards



which can be written at high speed on tabulating machines and separated on any burster. The cards have no waste strips between them which allows easier separation. Continuous punched cards are used for checks, invoices, premium notices, proxies, etc. As checks, they can have an an attached voucher or side stub. These cards also may be part of a multi-part forms set. Formscards can be printed with any desired form (front and back, if required) and numbered. They are processed like any tabulating card on all punched card equipment. Their main advantages are faster machine writing and separating. **For More Information Circle No. 192.**

CONTACT PRINTER

Miller-Trojan Co., Troy, Ohio, announces the Model FIVP Universal Contact Printer for processing the whole range of industrial emulsions from direct positive to projection speed on a single machine. This versatile machine can be employed to reproduce engineering tracings,



make duplicate prints of practically any type of printed matter, produce printed circuits, comparator charts, templates and other types of reproduction work. The Universal Printer is equipped with incan-

Especially with offset duplicators

YOUR WORK IS AS GOOD AS YOUR BOND

The bond you use can make a mighty big difference in your offset duplicating machine work. That's why it is so important to choose a top-ranking brand . . . Hamilton Bond.

Here is a paper with everything you need to consistently turn out top-notch jobs. The surface is absolutely smooth and level because the watermark is *genuine*—a separation of fibers inside the sheet. Hamilton Bond is lintfree . . . always uniform . . . precision trimmed with electronic controls . . . prehumidified and moisture-proof wrapped to lie flat and feed well . . . available in brilliant white and 11 colors.

Ask your Hamilton merchant for a free sample package of Hamilton Bond—or write direct.

. . . use HAMILTON BOND

The bond that brings out the best in your work

HAMILTON PAPERS

Hamilton Paper Company, Miquon, Pa.
Mills at Miquon, Pa., and Plainwell, Mich.
Offices in New York, Chicago, Los Angeles

DISTRIBUTED BY LEADING MERCHANTS IN ALL PRINCIPAL CITIES

For More Information Circle No. 277

SPECIAL OFFER!

"Get a new surf-green de-luxe desk dispenser **FREE** when you order one at regular price with 12 rolls of "SCOTCH" Cellophane Tape!"

Color-matched with new office furnishings

Neat, convenient

Weighted, non-marring rubber base

HERE ARE 2 BIG DEALS TO SAVE YOU MONEY!

DEAL "R" Buy one handy "SCOTCH" De Luxe Desk Dispenser. Buy 12 rolls "SCOTCH" Cellophane Tape (¾" x 1296"). Get *free* a second surf-green "SCOTCH" Dispenser.

DEAL "S" Buy one handy "SCOTCH" De Luxe Desk Dispenser. Buy 12 rolls "SCOTCH" Cellophane Tape (½" x 1296"). Get *free* a second surf-green "SCOTCH" Dispenser.

Ask your supplier for Deal "R" or "S". Order now—offer expires June 30, 1958

THE TERM "SCOTCH" IS A REGISTERED TRADEMARK OF THE 3M COMPANY, ST. PAUL 6, MINN.
EXPORT: 99 PARK AVENUE, NEW YORK. CANADA: LONDON, ONTARIO

MINNESOTA MINING AND MANUFACTURING COMPANY

. . . WHERE RESEARCH IS THE KEY TO TOMORROW

3M COMPANY

For More Information Circle No. 233

descent and fluorescent lamps. Transformer operates incandescent bulbs at peak intensity, together with the fluorescent lights, when slow speed emulsions are exposed. Incandescents are dimmed to different levels of intensity for exposing faster films and papers. Positive-to-positive duplicates and contact positives on high speed ortho film can be produced on this machine simply by varying intensity of the printing light. Printer has a cam-action lock, efficient cooling system, safe lights for checking position of material to be exposed and all necessary controls to make it possible for semi-skilled personnel to operate the unit productively after brief instruction. Can be equipped with fluorescent tubes for exposing diazo papers. Universal Printers are built in sizes ranging from 38" x 50" to 64" x 144". **For More Information Circle No. 155.**

PHOTOCOPIER TABLE

Marnay Sales Div., Rockaway Metal Products Corp., 1270 Broadway, New York 1, N. Y., makes a low-priced table for photocopy machines. The table has a

convenient utility drawer and a roomy shelved storage cabinet for activator bottles and all supplies including legal size matrixes. The gleaming Nevamar top cannot be scratched or marred by spilled

Bud ®

TYPEWRITER TYPE CLEANER

ASK YOUR Office Supply or Typewriter Man To Demonstrate

BUD

PINK PLASTIC PUTTY

that pulls the dirt out of typewriter type rather than washing it into the machine

Easy as 1, 2, 3!
1. Flatten the putty by pressing very firmly.
2. Press it on all of the type. Do not rub.
3. Fold the putty back to original pyramid shape.

NO MESSY LIQUIDS to remove nail polish, spot or spatter clothes.

NO HARMFUL FUMES to cause headaches or colds.

To make neat erasures—just touch the word to be erased, Bud will absorb the surplus ink. Then erase and there will be no smear.

Retails for 50¢ each

Dealers—write for sample and cost

BUD TYPE CLEANER
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BALTIMORE 12, MARYLAND

For More Information Circle No. 302

CUT

Automate your label pasting with

king GLUERS

Makes mailing and shipping faster, cleaner, cheaper.

SAVE with lower cost, ungummed mailing labels—and get better appearance, neater mailings.

Use in other places, too—for any labeling chore.

TRUE PORTABILITY
POSITIVE CONTROL • EASIEST CLEANING
LOW COST • PAYS FOR ITSELF

Ask for details. See your King dealer.

king Sales and Engineering Co.
441 Folsom Street, San Francisco 5

For More Information Circle No. 300

chemicals. Heavy duty square tubular metal legs and finest furniture steel provide for lifetime service. Available with satin walnut top, beige body and legs; or standard oak top and gray body and legs. Table is 30″ wide, 18″ deep, 29½″ high; sells for $33.95. **For More Information Circle No. 161.**

PROOF DRYER

Challenge Machinery Co., Grand Haven, Mich., makes a direct radiant heating Proof Dryer for typographers, engravers and printers, which dries proofs fast and efficiently. The relatively inexpensive unit consists of a radiant heating element under which the proofs are placed. Complete drying is accomplished in about three or four minutes but proofs can be left in the unit

without scorching or shrinking for an indefinite period. Several proofs can be dried at one time by placing one on top of the other. The Challenge Proof Dryer is available in two sizes: 17″ x 22″ and 20″ x 26″, available either as a table top unit or with a handy cabinet which provides storage space for materials and brings the proof dryer up to a convenient working height. The drying unit operates on 110-volt AC. **For More Information Circle No. 163.**

You can tell a Verifax Copy blindfolded!

A Verifax Copy has that "letter-head feel"—is not tissue-thin or glossy. It's dry . . . ready to use, file, or mail as soon as it's made. And it's as lasting as any typed record.

You get these *more usable* copies fast with a Kodak Verifax Copier. *5 copies of anything in 1 minute for just 2½¢ each!* And what's mighty important in business, these copies are complete and accurate.

As for versatility, no other copier comes close to matching a Verifax Copier: You can make copies on both sides of a sheet, on card stock, on printed office forms, on translucent "masters" for use in white-print machines . . . even make an offset master in 1 minute for less than 20¢ with a simple adapter. Mail coupon or call Verifax dealer for details.

Prices quoted subject to change without notice

Verifax Copying

DOES MORE . . . COSTS LESS . . . MISSES NOTHING

MAIL COUPON TODAY

EASTMAN KODAK COMPANY, *Business Photo Methods Division*
343 State Street, Rochester 4, N. Y.

Gentlemen: Please send free copy of your new booklet, "Versatile Time-Saver for Busy Offices." 213-6

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Company_____ Street_____

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Kodak
TRADEMARK

For More Information Circle No. 214

It's so easy to get SUPER CLEAR COPIES from your DIRECT PRINT COPY MACHINE

When the master sheet is PATAPAR TRANSLUCENT PARCHMENT, copies come out fast and *unbelievably clear*. The secret is Patapar's quality-controlled texture, smooth finish and uniform, correct translucency.

Patapar masters have a perfect surface for printing with regular or opaque inks, for typewriting, pen and pencil entries, sketches and drawings.

Furnished in substance 12, 15½ and 44 (rigid card stock) – for Bruning, Ozalid and other direct print copying machines.

Try Patapar masters and see the difference. For brochure of testing samples, write us on your business letterhead. Name of nearest distributor on request.

Patapar

TRANSLUCENT PARCHMENT

PATERSON PARCHMENT PAPER COMPANY
Bristol, Pennsylvania
Sales Offices: New York, Chicago
West Coast Plant: Sunnyvale, California
Headquarters for Vegetable Parchment Since 1885

For More Information Circle No. 301

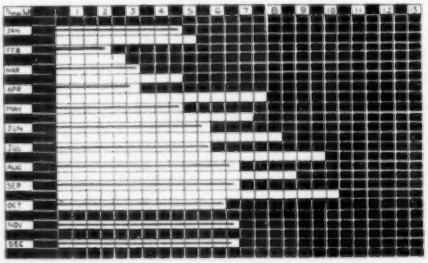
NYLON RIBBONS

F. S. Webster Co., 8 Amherst St., Cambridge 42, Mass., has redesigned its nylon typewriter ribbon boxes which now have a convenient, front, snap catch to securely fasten the transparent box top to the rich blue base. Silver printing on the top identifies the MultiKopy Nylon and gold print-

ing is used for Star Nylon. Secretaries will appreciate the extra utility features of these decorative containers. Webster announces that all current nylon ribbon production incorporates an improved ink formula for sharper, blacker impressions and long service. **For More Information Circle No. 137.**

CONTROL BOARD

Planoramics, 631 East 1st St., Boston 27, Mass., makes the Plan-O-Board for all control purposes. The black plastic board is 30″ x 40″, divided into horizontal and



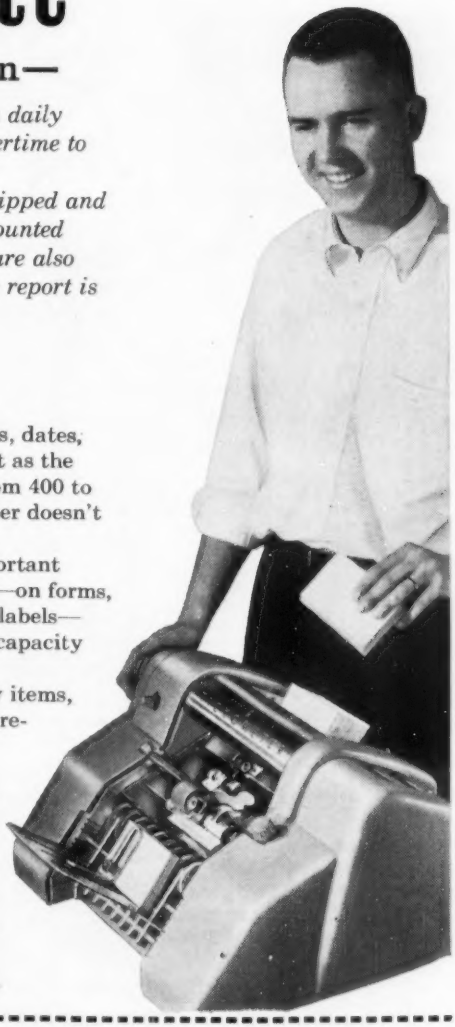
vertical columns: 1″ x 1″, ½″ x ½″, ¼″ x 1″, 1⅜″ x 1″. Headings and itemization of all columns is provided. Colorful flags and tapes, printed and unprinted, are sim-

No sweat

as five o'clock comes on—

"Our work control system requires a daily report. Preparing it used to require overtime to make the figures jibe.

"Now, orders received, processed, shipped and invoiced are fed into the Tickometer, counted accurately and dated. Checks received are also counted and endorsed. By 5 o'clock the report is complete—and right!"



- The Tickometer counts, marks, stamps, dates, cancels, codes at least eight times as fast as the average hand operator. Speeds range from 400 to 1,000 items a *minute*. And the Tickometer doesn't tire or make mistakes!
- It gives tighter controls and is an important time saver. Even used only at intervals—on forms, tickets, coupons, cards, tags or product labels—it brings greater convenience and work capacity to any office or factory.
- It feeds automatically, stops for faulty items, is easy to set and operate; will stop at predetermined counts and register part or total counts simultaneously. With an optional accessory, it signs checks, does consecutive numbering. And it is *so accurate, banks use it to count currency!*
- The Tickometer may be bought or rented. Service from 302 points, coast to coast. Ask the nearest Pitney-Bowes office to show you. Or send coupon for free illustrated booklet and case studies.

Pitney-Bowes

TICKOMETER

Counting & Imprinting Machine

Made by the originator of the postage meter . . . offices in 107 cities in U.S. and Canada.

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3439 Walnut Street
Stamford, Conn.

Send free Tickometer booklet and case studies

Name _____

Address _____

For More Information Circle No. 242

"THE BOSS SAYS TOLEDO PRODUCTS HELP THE OFFICE RUN SMOOTHER!"

Toledo metal furniture is job-engineered . . . unsurpassed for functional utility. It's good-looking, too. And ruggedly built for extra years of service. Ask your dealer about Toledo's complete line.

#8100—Office Table —various sizes; Formica or linoleum top.

#9700—Mobile File and Mail Unit —transports big loads easily.

#7800 and #671 —Office Machine Stands—Many types and sizes. Stable, safe.

#5056—File Stools—comfortable, provide easy, quiet mobility.

There's no topping TOLEDO!

THE TOLEDO METAL FURNITURE COMPANY

1506 South Hastings St. • Toledo 7, Ohio

For More Information Circle No. 330

ply pressed to the board with the fingers. Any signal can be moved or changed as desired. A wide variety of colors, shapes and sizes of signals are available. All may be marked with ballpen while on the board, and markings can be removed with a damp cloth without removing signal from the board. There is no need to strip the board to remove, add or post any item. All materials are reusable. The Plan-O-Board costs $30 and signal materials range from $1 to $1.85 per 50 pieces. For illustrated booklet describing the Plan-O-Board and the different business systems it can control, **Circle No. 143.**

SPIRIT DUPLICATOR

Fordigraph Corp. of America, 387 Fourth Ave., New York 16, N. Y., announces that the portable Fordigraph duplicator's pumping system will feed the fluid directly from the gallon container in

which the fluid is purchased. This eliminates pouring or filling. A cabinet is available to hold the can which the user simply connects to suction hoses. The machine does the rest. The Model 100A Fordigraph's pump is automatically actuated by turning the paper feed handle. A scaled lever exactly determines the amount of fluid needed for any job. The machine

For More Information Circle No. 195 →

Beginning June 29, 1958, office dictation and transcribing will be 50% SIMPLER!

thanks to the new **Norelco® '35'**

world's most advanced moderately priced
DICTATING MACHINE
featuring instantaneous, fumble-proof
MAGAZINE LOADING

Only
$179.50
complete, with your choice of either dictating or transcribing accessories

With just five simple controls where comparable machines use as many as ten... with two-second magazine loading where others fumble with old-fashioned hand threading... with crystal-clear, easy-on-the-ear voice reproduction where others require nerve-racking concentration... the new NORELCO '35' makes it at least 50% simpler, easier and pleasanter to give and take office dictation. This latest engineering achievement of world-famous Philips of the Netherlands will be unveiled at the Milwaukee office machine exhibition on June 29, 1958, in Booth No. 46, and will be available from authorized NORELCO dealers immediately thereafter.

Check these NORELCO '35' features against any other dictating and transcribing machine at any price:

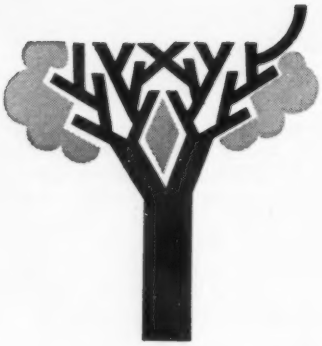
- ✓ **Magazine Loading** — fumble-proof, jam-proof
- ✓ **Extra-Long Dictating Capacity** — 35 minutes on one reel
- ✓ **Easy Portability** — only 8 lbs.
- ✓ **True-Fidelity Sound** — prevents fatigue in transcribing
- ✓ **Automatic Counter** — extra accurate; pinpoints words
- ✓ **Modern Decorator Styling** — blends with any decor
- ✓ **Only 5 Controls** — for all functions: dictating, playback, fast-forward, fast-rewind, quick-review, quick-erase, and stop.
- ✓ **Full Line of Accessories Available** — headset, earpiece, typewriter control, foot control, telephone attachment, conference loudspeaker, log pads, microphone, carrying case, etc.

Your dealer will be glad to demonstrate the NORELCO '35' at your office, to your personnel, without any obligation on your part.

NORTH AMERICAN PHILIPS CO., INC., *Dictating Equipment Division*
230 Duffy Avenue, Hicksville, Long Island, N. Y.
In Canada: Philips Industries Ltd., 10 Eglington Avenue East, Toronto, Ont.

NORTH AMERICAN PHILIPS CO., INC. • NORELCO® • DICTATING EQUIPMENT DIVISION

Newest Olivetti:
Electrosumma 22, a super-fast adding-listing machine



The new Olivetti Electrosumma 22 provides the advantages of high speed (220 CPM) high capacity (12/13 columns), light weight (22 lbs.), and compactness (9½ inches wide, 14½ inches deep). Its unique credit balance indicator continually tells if balance in the machine is positive or negative. Its unique date key prints pre-set date (or 4-digit code number). Its unique keyboard (with extra-large add bar) is remarkably fast and comfortable. Multiplication by repeated additions is practical, because of the machine's high speed.

olivetti

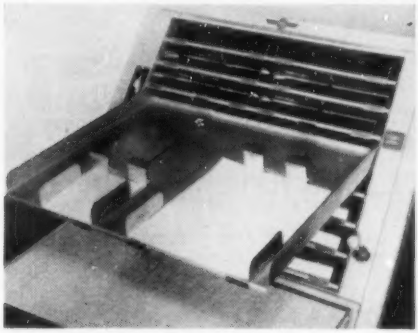
For information, write Olivetti Corporation of America, 375 Park Avenue, New York 22, N.Y.

For More Information Circle No. 267

weighs only 26½ lbs. and automatically feeds any size paper from postcard size to 9″ x 14″. The Model 100A is $164 and the Model 100 is $149. **For More Information Circle No. 141.**

COLLATOR

Thomas Collators, Inc., Dept. B, 50 Church St., New York 7, N. Y., announces that the paper bin assembly of the completely redesigned Thomas Collator provides increased paper capacity, greater flexibility, versatility, more rapid adjustment and loading. A simple two-step ad-



justment on one single tray affords complete flexibility for handling material from 3″ x 5″ to 20″ x 17″. This eliminates the need for extra trays, yet provides full side and back support for accurate collating. For information how this and other features of the Thomas Collator benefit the user by savings in time, money, and frayed nerves, **Circle No. 171.**

PHOTOCOPY DEVELOPER

Dri-Stat Div., Peerless Photo Products, Inc., Shoreham, N. Y., introduces a new powder developer for its Dri-Stat office photocopy system. It is packaged in a polyethylene-Saran envelope for dependable moisture-protection of the chemicals and to permit them to be stored for prolonged periods. The quick-dissolving additive is packed in a separate envelope, and the two envelopes are enclosed in a third. The developer's formulation has been im-

If you have an offset duplicator ...and a direct-print copying machine...

you need

EAGLE-A TRANSLUCENT BOND

Here's a master paper that's a star performer *two* ways! Eagle-A Translucent Bond gives you *sharper* copies when used as the master sheet with Bruning, Ozalid and other direct copying machines. And it prints so well on offset duplicating equipment, you'll find it perfect for running printed forms – for use as masters in your copying work. Eagle-A Translucent Bond can also be used for preparing positive working offset plates. Compare its performance and low cost! *Made by the manufacturers of Eagle-A Business Papers and available through Eagle-A distributors.*

free test packet

Clip this coupon to your letterhead

AMERICAN WRITING PAPER CORPORATION
HOLYOKE, MASS., DEPT. O

Send FREE *packet of Eagle-A Translucent Bond with printed samples and blank test sheets:*

NAME_____

TITLE_____

For More Information Circle No. 303

proved to provide longer tray life (two

You SAW IT! SAT ON IT! KNOW!

BEVCO VENTILATED CHAIRS

VENTILATION

GUARANTEES MORE

Employee Comfort
Employee Efficiency
Beautiful Appearance
High Quality-Seng Tilt
Less Cost

A BEVCO RECEPTION AREA says — WELCOME!

"Makes Waiting a PLEASURE"

DON'T SUFFER FROM O.H.S.*

14 Beautiful Colors
Guaranteed 5 Years

VENTILATION — No *Office Hot Seat

Stretch
Stain
Fade
Tip
PROOF

Buy BEVCO!

Swivel Chairs
Posture Chairs
Reception Settings
Coat and Hat Racks

If it's BEVCO—
It's the BEST . . .

Safety Engineered
Built for Public Seating

SEE YOUR DEALER OR WRITE DIRECT

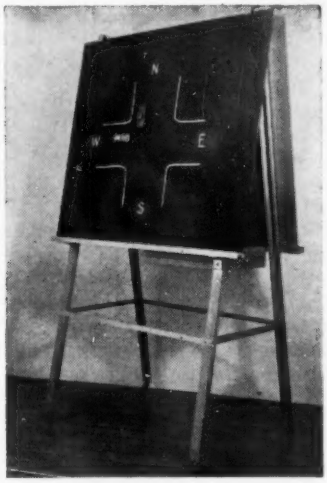
For More Information Circle No. 344

BEVCO PRECISION MANUFACTURING COMPANY
831 Chicago Avenue, Evanston, Illinois

proved to provide longer tray life (two weeks is typical performance) while delivering copies with excellent black-and-white contrast. Preparation of the processing solution from the powder developer is simple and takes only a few minutes. The contents of one envelope is poured into 1½ quarts of water at room temperature and stirred briefly. Tap water is satisfactory; distilled water is not required. The contents of the second envelope are added and the mixture is thoroughly stirred. Finally, more water is added to make two quarts of developer, and it is ready to be poured into the tray of the Dri-Stat processing unit. **For More Information Circle No. 109.**

LARGE EASEL

Oravisual Co., Box 11150, St. Petersburg 33, Fla., offers the G354 Giant Roll-Around Easel for use with 42″ x 48″ magnetic chalkboards, corkboards, etc. It is 78″ high and 48″ wide, mounted on ball

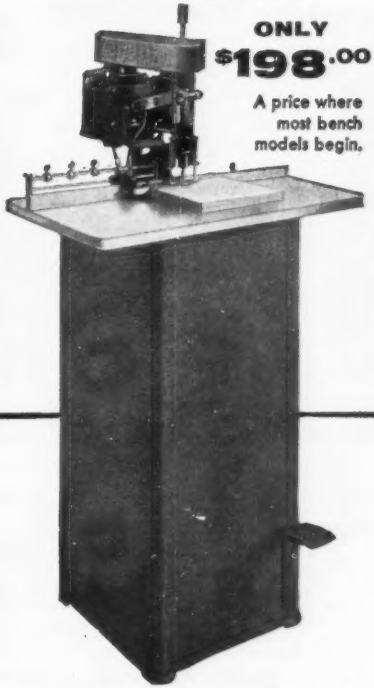


bearing casters, and has a center shelf and a convenient drawer. Giant paper pads (45″ x 35½″) are also available. This sturdy aluminum easel was originally designed for courtroom use and is designed for turn-over charts. **For More Information Circle No. 174.**

Your operator can feed stock with both hands with this Foot-Control Floor Model

Spinnit

PAPER DRILL



ONLY $198.00

A price where most bench models begin.

Faster workflow. Positive 2-hand control of stock. Ideal for women operators. A real bindery drill.

Write us for details.

LASSCO PRODUCTS, INC.
485 Hague St. • Rochester 6, N. Y.

For More Information Circle No. 311

BEVCO 831 Chicago Avenue, Evanston, Illinois

WHEN QUALITY COUNTS

Mend it, mount it, bind it, attach it *quicker more efficiently!* Use permanent, waterproof, transparent UHU in your office.

UHU® GLUES EVERYTHING BETTER!

Order through your supplier or write to:
UHU Products Corp.,
820 Greenwich St., New York 14, N. Y.

For More Information Circle No. 312

Spot and prevent trouble at a glance

NEW! **VU-BOARD®**

BY THE ORIGINATORS OF WALL BOARD CHARTING AND PRODUC-TROL

Low cost — unlimited Visual Control

- Shows all important data—a fast, accurate, complete picture
- Easy to set up and operate—wall or desk use
- Boards fit together horizontally or vertically to increase item capacity
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Westport, Conn.

Please send free Booklet on VU-BOARD
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Company .....
Address .....
City ..... State.....

For More Information Circle No. 313

FORMS REGISTER

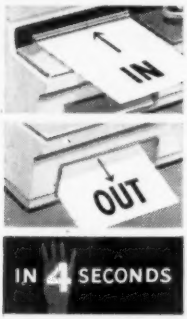
Standard Register Co., Dayton 1, Ohio, announces the Model 8000 Form Flow Portable Register which provides positive forms control and alignment from the start to the finish of a recording operation. It comes in the three most popular form sizes, in a choice of five decorator colors: gray, blue, green, beige and bronze. The sturdy steel and aluminum lightweight construction gives complete portability plus the ruggedness to withstand roughest handling.

With pinfeed control and full length form ejection, the advantages are: file holes and perforations may be located as desired; tags can be included in form sets since reinforced eyelets will not interfere with operation; stapled form sets offer no problem; a variety of weights and types of paper may be used, even within the same set; and two-stop operation for use of half-length forms is optional. The Model 8000 combines attractiveness, strength, lightness and trouble-free operation to meet the need for handwritten records where portability and operational efficiency are both desired. **For More Information Circle No. 121.**

PROTECTIVE FILMS

Transograph Div., Chart-Pak, Inc., Leeds, Mass., makes Clear Tak and Matte Tak pressure-sensitive films. Clear Tak is a clear polished film, .0015″ thick, for masking or providing a clear protective

compare copy methods; you'll use this one!



You'll *use* it because it's so simple, quick and clean. Only a "Thermo-Fax" Copying Machine gives you modern *dry* process copying. There are no negatives to make, no chemicals to pour. You get copies in 4 fast seconds made by electricity *alone*. Copies cost as little as 5¢ each. You save *both* time and money. Call your dealer now for your demonstration. You'll see why *you'll use this copy maker*. Or send coupon below for details and free business communications idea book.

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Send full details of the dry process THERMO-FAX "Secretary" Copying Machine and my free copy of your new book, *Better Business Communications*.

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For More Information Circle No. 201

overlay for art work, layouts, etc. It is also effective in imparting a glass finish

new distinction in metal seating

The Original MICROPOINT

INK-STIK*

Joins the Office!

*TRADE MARK, MICROPOINT, INC.
The King Size Pen you NEVER Refill.

Order from your stationery supplier or direct, giving stationer's name and address.

It's no wonder. INK-STIK was made for the office. There's an INK-STIK especially for stenographers, secretaries, and receptionists . . . one for accountants and auditors . . . and another for general office work. There's even an INK-STIK for the office boy or mail clerk who needs a broad point for marking packages and writing shipping instructions.

- Slim, trim featherweight balance
- Writes 3.1 effortless miles
- Instant starting, smooth writing
- 8 distinctive ink colors . . . blue, red, black, green, brown, lavender, gold, turquoise.

FOUR BUILT-FOR-BUSINESS POINT STYLES

Utility-Point	39¢
Steno-Point	49¢
Audit-Point	49¢
All-Purpose Marker	59¢

MICROPOINT, INC. SUNNYVALE, CALIFORNIA

Creator of Advanced Writing Instruments

For More Information Circle No. 273

overlay for art work, layouts, etc. It is also effective in imparting a gloss finish to dummies or layouts prepared on dull surface papers. Easily used by stripping off protective backing sheet and applying with smooth pressure. May be removed to permit changes or additions. Matte Tak has the same properties except that its matte finish permits typing or writing (pen, pencil or crayon) on its surface, before or after application. It is attached and removed in the same manner. Standard sheet sizes are 14″ x 21″ for Clear Tak; 12″ x 18″ for Matte Tak. The adhesive on both is water-clear and heat-resistant, so that material can be reproduced by standard methods with the film in place. **For More Information Circle No. 169.**

INSULATED FILES

Herring-Hall-Marvin Safe Co., Hamilton, Ohio, makes one-hour Class D insulated safe record files at an economy price, listed by Underwriters' Laboratories to

withstand 1700°F. for one hour without damage to paper contents. Construction features include extra-heavy progressive ball-bearing and roller suspension, push-button drawer release, plunger-type lock and the same monolithic insulation used in this manufacturer's Class A safes. As an

new distinction in metal seating

by *Milwaukee*

There is Nothing Finer in Metal

M-6500 Deluxe Arm Revolving Chair

the CONSUL GROUP

Here are two beautifully-styled matching chairs, featuring luxuriously higher and larger backs for greater comfort. Used in office ensembles, these chairs make a strikingly modern group of outstanding beauty and utility. Seat cushions incorporate a Marshall-type spring unit, burlap-covered and cushioned with hair pad; back rest and arms are cushioned with air foam rubber. Every detail of construction and styling speaks of superior quality and value. In the CONSUL Group, you offer the very finest in metal seating.

M-5500 Deluxe Side Arm Chair

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Write for complete details today

MILWAUKEE METAL FURNITURE COMPANY

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For More Information Circle No. 329

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CLUMSY
RUBBER FINGERS . . .

. . . NO MORE
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When you use

SORTKWIK®

The invisible fingertip magic for

HANDLING PAPERS FASTER!

Easy to Use! Just apply to fingertips for greaseless, stainless, tacky film. Pick up papers quickly, easily. Speed of paper handling limited only by dexterity of operator.

Non-Allergic! Recommended by dermatologists. Eliminates irritating rubber fingers and unsanitary sponges. Long lasting. Washes off easily.

Widely Used! Thousands of businesses are finding SORTKWIK an essential aid to speed up sorting, counting, filing, posting.

Try it and see why. You'll never be without it.

At your stationer or send $1.00 for TRIAL OFFER of two regular size containers.

Only 50c each

LEE PRODUCTS COMPANY
Dep't. O-6 2736 Lyndale Av. S., Minneapolis 8 Minnesota

For More Information Circle No. 328

optional feature, each drawer can be equipped with front-to-back, double-deck card trays for 3″ x 5″, 4″ x 6″ or 5″ x 8″ cards. Trays lift out, and have their own follower blocks. This insulated file is available in two-, three- or four-drawer style, letter or legal size. The three-drawer model, illustrated, is of convenient counter height. No extra charge for two-tone finish; choice of three modern colors. **For More Information Circle No. 105.**

INSTITUTIONAL FURNITURE

Howell Co., Div. of Acme Steel Co., St. Charles, Ill., introduces a line of lounge furniture including davenports, sectionals, arm chairs, ottomans and double seat benches, with an extensive collection of occasional tables, desks, dining and conference tables and chairs for employee lounges, reception rooms, cafeterias and offices. Upholstered pieces are offered in

a wide selection of covers such as Nylo-Saran, Naugahyde, Fabrilite, Nylon Boucle, and Zeta woolen fabric protected with Scotchgard stain repeller. Table tops are available in several woodgrain plastics, or two-tone inlay combinations such as a Scandia walnut border with a white marble onyx center. Tops are all durable laminated plastic made to withstand institutional use. Chair frames and table legs are durably constructed of tubular steel, finished in a choice of electroplated Bronztone or Blactone. Legs are gracefully tapered and capped with brass ferrules and

BIGGEST ADVANCE IN OFFSET DUPLICATING

DAV-A-MATIC

with exclusive

AUTOMATIC PLATE CHANGER

. . . runs all day without stopping to change masters!

Davidson Corporation proudly announces a revolutionary series of DAV-A-MATICS . . . the most advanced Offset Duplicators ever designed to simplify General, Short-Run and Systems Duplicating for modern business and industry!

Model 239-5
Eight models for every type and size of organization

NOW...AUTOMATIC DUPLICATING ***at a Flip of a Lever!***

NEW! Automatic Plate Changer (APC) attaches and ejects plates *while machine is running*, in a matter of seconds!

NEW! Universal Systems Feed provides *both* automatic suction and selective hand feeding for duplicating all Systems forms, communications, records, reports! Years ahead in versatility!

NEW! Automatic Blanket Cleaner eliminates machine stoppages, messy cloths, ink-stained fingers. Operators love it!

NEW! Master-Minder Plate Clamp attaches and releases plates manually without locks, adjustments or gadgets. Perfect for selective duplicating through use of overlays or block-outs!

THE WORLD'S FINEST SMALL OFFSET EQUIPMENT • DAVIDSON DAV-A-MATIC

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Headings in Protype • Text in Linotype

For More Information Circle No. 200

PS* teamwork pays off

Here's why Reader's Digest includes Standard Register specialists in its studies, told by RUSSELL L. HARRELL:

"Several years ago we had to develop new methods for improving subscription service to our millions of customers and to provide additional management data. As a result of this action, we inaugurated a company-wide systems study which, in turn, led to the installation of electronic computers and integration of all data processing. Standard Register representatives have participated in every step of our program. We have grown to depend on their assistance in system planning, in addition to their engineering of all forms applications. The cooperation between Standard Register and our staff has been of significant value."

You can profit, too, by making Standard Register a member of the team for *Paperwork Simplification. Our representative can bring the outside viewpoint —the knowledge of systems and of today's practical techniques that is derived from the experiences of a great many companies. His specialized service costs you nothing as a Standard Register forms customer.

Write for the interesting story of "DATA PROCESSING AT THE DIGEST": *case history free.*

THE STANDARD REGISTER CO., DAYTON 1, OHIO
PACIFIC DIVISION, OAKLAND 6, CALIF.
Sales and Service Offices in Principal Cities
Plants at Dayton; Oakland and Glendale, Calif.; York, Pa.; and Fayetteville, Ark.

ASSOCIATES: R. L. Crain Limited, Ottawa, Ontario, Canada • W.H. Smith & Son (Alacra) Ltd., London, England • Gomah Formas Continuas, Caracas, Venezuela • Impresora Arol, S. A., Havana, Cuba • Sten Dahlander, Stockholm, Sweden.

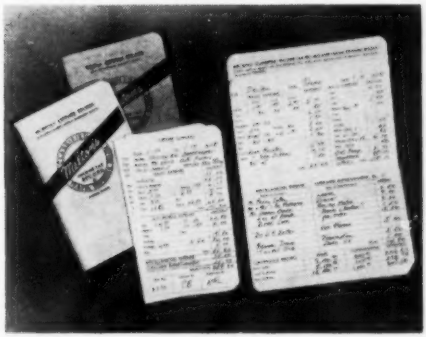
Standard Register
PAPERWORK SIMPLIFICATION
* Business Forms

For More Information Circle No. 241

self-leveling feet. Upholstered pieces feature built-in patented No Sag spring construction with reversible spring filled or foam rubber cushions. For a 24-page catalog showing the complete modern metal furniture line, **Circle No. 179.**

EXPENSE RECORD BOOKS

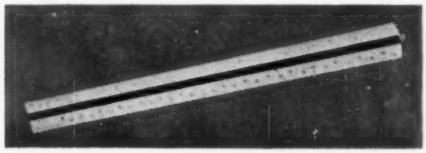
Melton Publishing Co., Box 6661, Dallas 19, Texas, makes Melton's Classified income tax record and travel expense books which provide two pages for every day of the week to show city, state, date and names and types of expenses including entertainment. There is also space for recording accumulated totals of sales, com-



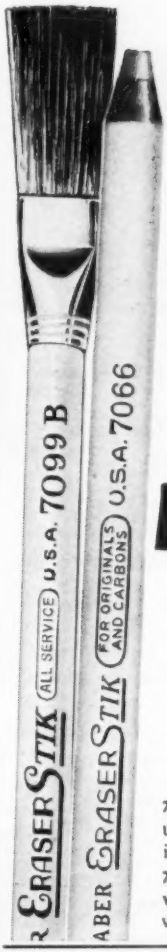
missions and expenses which saves time in auditing. Detachable summary pages are in duplicate for submission to employer. Books are 3″ x 5″ to fit a shirt pocket so they can be carried and expenses recorded as incurred which the Internal Revenue Service is said to prefer. Weekly books are 10c each; monthly books, 25c each. **For More Information Circle No. 117.**

TRIANGULAR SCALES

Alvin & Co., Windsor, Conn., offers a complete selection of 12″ professional triangular scales made of choice, seasoned



Do Bosses Marry Their Secretaries?



Surprisingly, many of them do. We can't promise you romance, but if you become a *perfect* secretary through the consistent use of an A.W.FABER ERASERSTIK, you will surely come to the attention of your Boss.

ERASERSTIK will help you turn out beautiful letters. A quick whisk and mistakes disappear as you *erase without a trace.* Removes a single letter without blurring the whole word. Use A.W.FABER ERASERSTIK and be sure of a better-paying job and — who knows — even romance.

ERASERSTIK®

Which point do you prefer?

MEDIUM or AVERAGE

THIN or BLUNT

ERASERSTIK gives you your choice

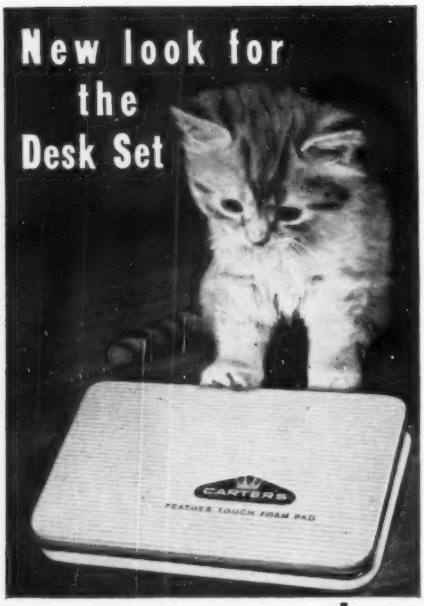
With brush **20¢**
Without brush **10¢**

7099 and 7099B gray all-utility ERASERSTIK for pencil, ink or typewriting.

7066 and 7066B for those who prefer a soft, red typewriter eraser.

A.W Faber-Castell Pencil Co. Newark 3, N. J.

For More Information Circle No. 307



CARTER'S

Hi-Fashion Stamp Pads*

For desk tops, not drawers. Smart good looks—clean, sharp impressions.

•safe, rolled edges •color-cued cases •flick-action covers

Hi-Fidelity Inks*

Brilliant, deep inks that sing on any paper. Applicator Bottles in handy desk sizes . . . large economy sizes too!

*UNITED STATES TESTING CO., INC. STATEMENT: "Our Test BR-2052, July 1957, shows the superiority of Carter's new Stamp Pads and Inks as to number of clear impressions and depth of color. Latest competitive brands were used."

Be in style

BUY CARTER'S

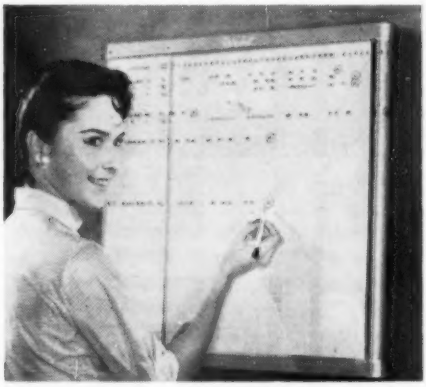
©THE CARTER'S INK COMPANY, CAMBRIDGE 42, MASS.

For More Information Circle No. 306

genuine boxwood, in new and standard designs. The faces are completely embodied in white plastic for durability and lightness. Engine-divided for sharpness of graduation with divisions that assure perfect accuracy with colored furrows for quick choice of desired scale. Available in popular architects' open divided graduated scales, engineers' fully divided chain scales, and combination architects' and mechanical draftsmen's open and fully divided scales. All styles are $4.75 each. **For More Information Circle No. 133.**

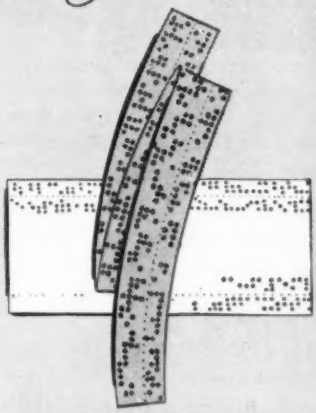
CONTROL BOARD

Conley, Baltzer & Steward, 494 Jefferson St., San Francisco 9, Calif., offers the Rol-a-chart control board which has a 6"-wide stationery index section and a movable transparent Mylar section 42" wide, of which 18" is always visible. No tabs or signals are used. Entries are made by colored marking pencils and erased with



a cloth. The movable section provides 13,240 quarter-inch entry squares, grouped for use as 12 hours, 12 weeks or 12 months. Five of the time intervals are always visible and future events are seen by moving the section with the touch of the hand. The Rol-a-chart is made of steel with an easel and carrying handle. It can be hung on a wall or stood on a desk. For illustrated literature explaining its use, **Circle No. 147.**

Are Your Filing Methods As Fast as Your Machines?



ACME VISIBLE

speeds the availability of source material provides accessible filing of the products of

AUTOMATION

Electronic machines produce punched cards and tapes at astounding speed. Once punched many become permanent records to be used over and over again. Acme Visible Records and equipment provide for filing and fast finding, with SEEABLE indexing that speeds the handling of this material to keep pace with the machines.

ACME VISIBLE RECORDS, INC.
Crozet, Virginia

District Offices and Representatives in Principal Cities

DESK STANDS - ROTARIES - FLOOR STANDS - CARD HOLDERS - CABINETS - TRAYS - EXPANDER CABINETS

Ask the man from Acme
to show you samples

ACME VISIBLE RECORDS, Inc., Crozet, Virginia

We are interested in filing Q-658

☐ Tapes (approx. length) _____
☐ Edge-punched cards
☐ I.B.M. Cards
(Approx. number of records) _____

☐ Have representative call. Date _____ Time _____

Company _____ Attention _____

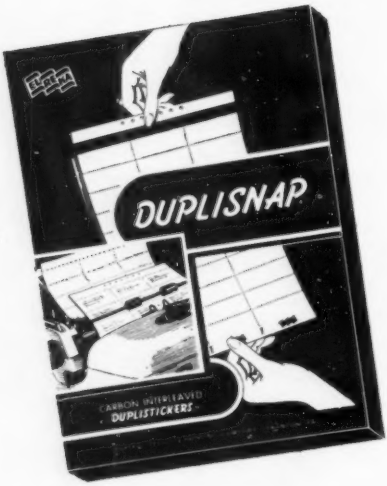
Address _____

City _____ Zone _____ State _____

For More Information Circle No. 199

Why is addressing a snap with DUPLISNAP®?

. . . one of the original "MAIL AID®" line



Duplisnaps are sheets of blank, perforated gummed addressing labels interleaved with smudge resistant carbon in easy-to-use "snap-out" forms.

Handle the Duplisnaps set once, slip it in the machine, type the addresses on each label, snap it apart, and the job is done–more than a 20% saving in time.

Two to six sheet sets available in white. Four part set also available in colors. Sold at all leading stationers.

Because a typist, a typewriter and Duplisnaps give you a complete addressing department –at low cost.

DUPLISNAP ® Reg. T.M. – U.S. & Canada

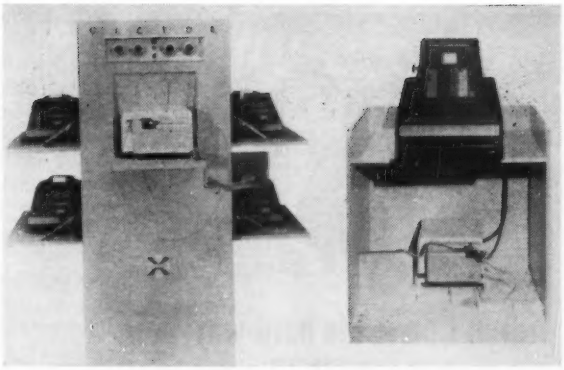
MAIL AID ® Reg. T.M. – U.S.

EUREKA ®

EUREKA SPECIALTY PRINTING CO.
Dept. 21 - Scranton, Pa.

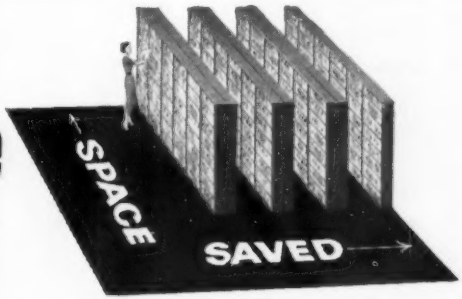
For More Information Circle No. 240

RETAIL SALES ANALYSIS SYSTEM



Victor Adding Machine Co., Dept. O-658, Chicago 18, Ill., announces an electronic-mechanical system that registers sales transactions in various places and analyzes them automatically at a central location. A Victor Duo-Matic cash register combined with a paper tape punch constitutes a registering unit. The analyzing unit consists of a series of Victor Digit-Matics (tape-activated automatic figuring machines) operated from a punched tape reader-translator unit. The analyzer can be centrally located and analyzes sales of all company cash registers into as many as 99 data categories. The cash register is an item-adding, receipt-issuing electric machine with large registering, totaling and grand total capacities and 18 designating keys. Once the code system has been set up, the cash register is operated normally. All transactions recorded during the day are simultaneously punched in common language tape. At the end of the day's business, the manager clears the cash register by taking a grand total. Then he merely tears off the punched tape and sends it to the central accounting department where

SAVE 60% filing floor space with VERTI-FILE®



Your most effective way to gain floor space and save rent is with vertical filing by modern Deluxe Verti-Files. In a 250,000 file-folder file installation, old-fashioned drawer files occupy 1,704 sq. ft. floor space, but Deluxe Verti-Files use only 754 sq. ft. Compact Deluxe Verti-File is free-standing, rigid shelving by America's leading boltless steel-shelving maker. Call your nearby Deluxe dealer (see yellow pages) or write for Catalog 416.

DELUXE METAL FURNITURE COMPANY, Warren 18, Pa.
A Division of Royal Metal Manufacturing Company

DELUXE

For More Information Circle No. 309

Don't do it the hard way - do it the PRONTO way!

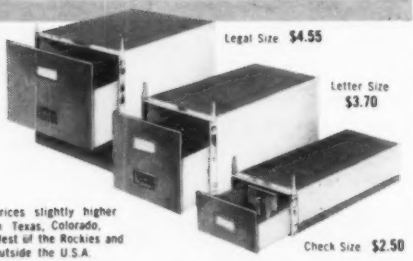
LOCATE YOUR RECORDS EASILY—No more fussing and fuming. With Pronto files your records are as active as your regular files.

BEAUTIFUL APPEARANCE—Finish in attractive olive green to match your regular office files.

STURDY CONSTRUCTION—Built of 275 lb. tested corrugated fibre board . . . reinforced with steel on the shell and the four corners of the drawers as well.

SAVE FLOOR SPACE—Prontos are constructed to interlock into solid units and stack as high as the ceiling.

PRONTO
STORAGE FILES



Prices slightly higher in Texas, Colorado, West of the Rockies and outside the U.S.A.

PRONTO FILE CORPORATION
415 MADISON AVENUE, NEW YORK 17, N.Y.
For More Information Circle No. 299

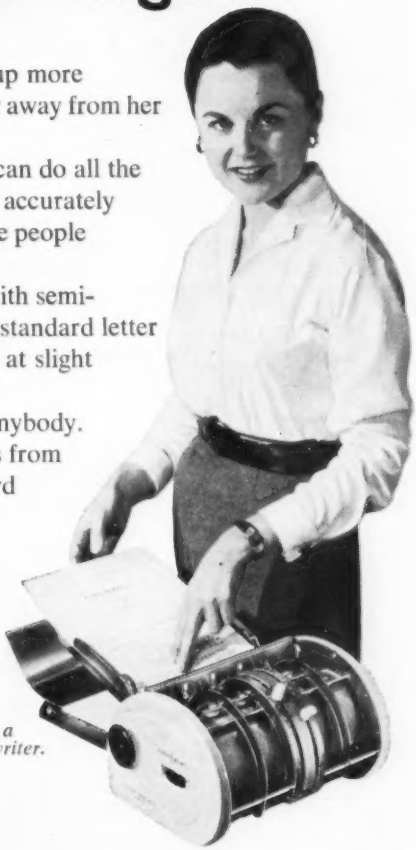
the complete analysis of cash and charge sales, clerk, department or any other required transactions is automatically made and recorded by the analyzing unit. A Teletype hook-up between the store and home office can transfer recorded data to the central location. The Victor sales control system is suitable for chains with a number of stores and for stores with multiple cash register stations. The system eliminates multiple-total cash registers, and supplies the same information quickly and at one central location. **For More Information Circle No. 102.**

OFFSET INKS

Offset Duplicator Div., Photostat Corp., Box 1970 TO, Rochester 3, N.Y., announces that its complete line of offset duplicator inks are available in dispenser packages. The girl operator, if so inclined,

can ink her duplicator in white gloves without harming the gloves, the manufacturer claims. The cartridge ink container is inserted in a dispensing gun. In addition to being a cleaner method of applying ink, the cartridge prevents unused ink from drying and allows users to stock a wider variety of colors without shelf spoilage. The same dispenser gun can be used for any number of colors. For those

Folds faster than fingers!



Small folding jobs can be costly, take up more of a girl's time than is warranted—take her away from her regular and more important tasks.

A little Pitney-Bowes folding machine can do all the office folding jobs much more quickly and accurately—save time and money—relieve your office people of these tedious chores.

This electric model FH, for example, with semi-automatic feed, can double-fold up to 80 standard letter sheets per minute! (Fully automatic feed at slight extra cost, is even faster.)

The FH can be easily set and used by anybody. It makes eight different folds, takes sheets from 3 by 3 to 8½ by 14 inches in most standard paper weights and finishes. Also folds sheets stapled together.

Even used only occasionally, it will soon pay for itself. Ask the nearest PB office for a demonstration or send the coupon for free illustrated booklet.

Costs less than a standard typewriter.

PITNEY-BOWES

Folding Machines

Made by the originator of the postage meter . . . offices in 107 cities.

The larger model FM, fully automatic, can fold up to 19,000 sheets an hour.

PITNEY-BOWES, INC.
3408 Walnut Street
Stamford, Conn.

Send free booklet on Folding Machine:

Name_____

Address_____

For More Information Circle No. 239

who prefer conventional packaging, the

FERROMETAL Steel

why this is the era of the Friden automatic office

With installation of one or more Friden Tape-Talk machines—each a "system" in itself—you can see the savings every hour!

These machines process all kinds of office work, involving both numerals and words, automatically with *punched paper tape*. It's a much simpler way of running an office.

Friden Tape-Talk machines will (1) Eliminate need for manual movements and operator decisions; (2) Increase work volume output without increasing payroll costs or overtime; (3) End primary and compounded errors normally occurring in data recopying.

The challenge of Friden Tape-Talk is big as your imagination—its application possibilities exactly suited to your needs. Call your nearby Friden Man or write Friden, Inc., San Leandro, Calif....sales, instruction, service all over the world.

Friden Creates A New World For Business

Friden

has the System

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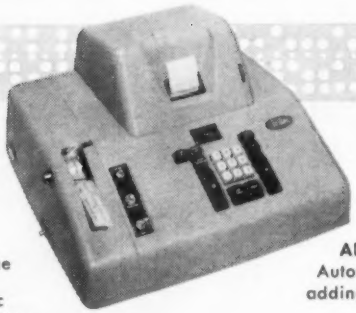

COMPUTYPER® Automatic tape billing department in one desk

SELECTADATA® Automatic tape reader-selector-sorter

FLEXOWRITER® Automatic tape writing-accounting machine

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TELEDATA® Automatic tape transmitter-receiver

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AUTOMATIC INPUT-OUTPUT MACHINE

Friden Mailroom Equipment

Friden *Natural Way* Adding Machine

Friden fully automatic Calculator — *The Thinking Machine of American Business*

For More Information Circle No. 238

PHOTO SLIDE SORTER

who prefer conventional packaging, the same inks are available in 1-lb. cans in 13 colors, black and white. Photostat Corp. also markets an ink roller cleaner sheet, a disposable blotter which helps tidy the wash-up operation. Inserted on the duplicator at wash-up time, this cleaning sheet takes up most of the excess ink without soiling the operator's hands. **For More Information Circle No. 114.**

SPIRIT ADDRESSING MASTERS

Master Addresser Co., 6500 W. Lake St., Minneapolis 26, Minn., announces that address masters can be typed in 20% less time by using their Address Master Units instead of individual address slips with loose carbons. In addition to time savings, typists found the new units clean and convenient to handle. Each Address

Master Unit is perforated to separate into four address slips for use in Master Addressers. Typing guide lines and instructions are printed on the face of the unit. Strip coated hecto carbon of the highest quality for addressing purposes is incorporated in the collated set. Address Master Units are packaged 125 sets (500 address slips) in a sturdy, convenient, set-up box. **For More Information Circle No. 159.**

FERROMETAL Steel Office Partitions

In New ALLIS-CHALMERS Office Building offer

Efficient Privacy • Provides for versatility of Rearrangement • Extreme Use Flexibility • Permit Effective Peripheral Heating and Air Conditioning, with Area Control.

Modernize Today! **Write for illustrated folder showing partition arrangement and design details. Profitable dealer territories still open.**

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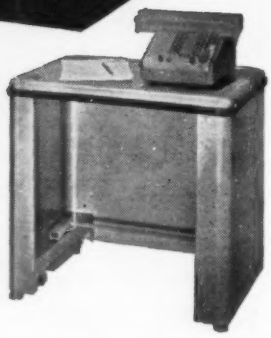
For More Information Circle No. 368

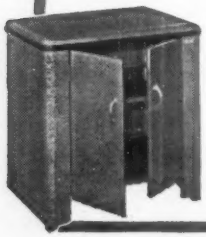
Vari-Typer **THE MACHINE WITH**

Attractive Safety THE CONSOLETT



Electric typewriters, computers and other valuable office machines are super-safe on the sturdy, heavy-duty Consolett stand. Operators like its roomy top, enclosed privacy, easy mobility without balking and the way it anchors on four rubber feet at the touch of a toe.

Check your office requirements and write for prices and literature.



Matching two-shelf cabinet also available

SOME DEALERSHIPS OPEN

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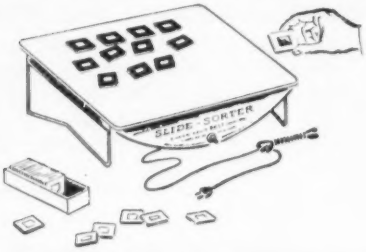
318 Pilgrim Road • Menomonee Falls, Wis.

For More Information Circle No. 310

PHOTO SLIDE SORTER

H. E. Geist Co., 8620 Lorain Ave., Cleveland 2, Ohio, announces the Slide-Sorter which consists of a smooth, unbreakable, translucent plastic surface mounted on a colorful, sturdy, baked enameled wire stand. Light from a 40-watt lamp assembly is directed from a built-in aluminum reflector through the translucent work surface to provide a soft,



evenly diffused light. By placing the portable Slide-Sorter unit on a table or desk, one may quickly plug in the cord, flick on the switch and be ready to sort photographic slides. The translucent work surface holds up to 40 slides at a time. As slides are spread out, they may be identified, in their true colors, clearly and distinctly. The slides may be picked up, one by one, and placed in the projector magazine in the order and sequence desired. This eliminates the tedious job of sorting slides by holding them under a lamp or up to a window. **For More Information Circle No. 115.**

TYPEWRITER CENTERING SCALE

Stenographic Centering Scales, 1511 N. Algona St., Dubuque, Iowa, offers the

Stenographic Centering Scale which allows the typist to center material horizontally on a page without counting spaces, adding,

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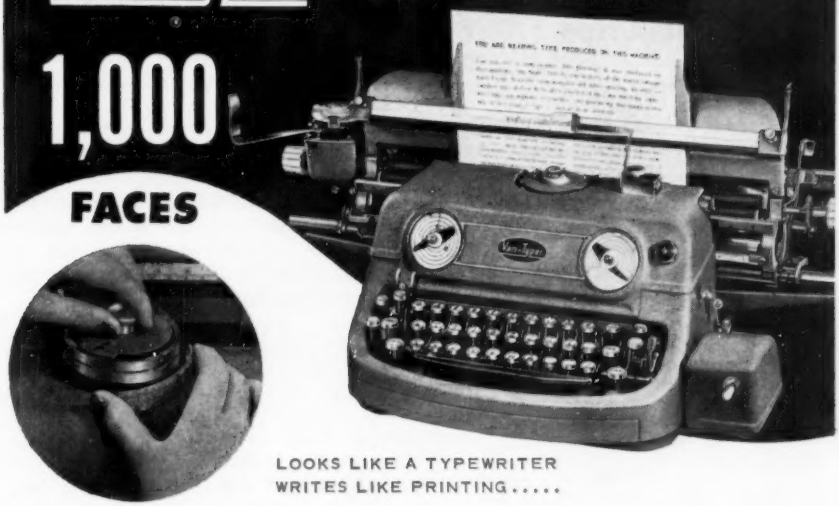
subtracting, dividing or backspacing. The

Vari-Typer THE MACHINE WITH 1,000 FACES



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- *Matching Italics*
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- Alexandria Styles
- Bookman Styles
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- Bodoni Styles
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Your office typist can give you professional-looking 'type proofs' for forms, reports, bulletins, catalogs, manuals, etc. – for reproduction by any method you use. *Vari-Typer* – with its great variety of type styles, even margins, exact spacing – makes it possible for even the simplest of office duplicators to produce a fine, professional-looking print-job. Savings are enormous and you will always have a plentiful supply of printed material available.

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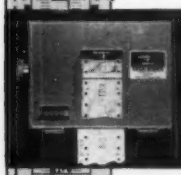

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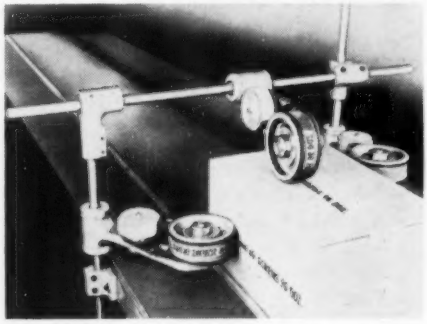
For More Information Circle No. 327

subtracting, dividing or backspacing. The scale is used on elite, pica, or proportional-spacing typewriters, for short or long copy, capital and/or small letters, numbers, punctuation marks, multiple spaces between words or any combination of any characters or spaces on the entire keyboard. It is said to indicate centering point whether material is typed, longhand or shorthand. Measures pica type and gives the centering position for typing copy on elite typewriter, and the reverse, measures elite type and centers it on a pica typewriter. Price in plastic is $1. **For More Information Circle No. 130.**

CONVEYOR-LINE MARKER

Force Western, Inc., 434 S. Wabash Ave., Chicago 5, Ill., announces that the Versa-Matic Conveyor Line Marker is available as a standard production model. Units imprint changeable data on paper or wood boxes, shipping cartons, wallboard and large cloth or paper sacks. This



marker offers a fast, easy and inexpensive method of coding, dating or marking on the conveyor line, with large legible impressions 1″ to 4″ in height and 13″ to 18″ in length. Printing roller is 6″ in diameter. Interchangeable rubber type permits quick copy changes. Anyone can change a standard 1″ model 4ARC 1″ to a 4″ model within five minutes. Simple construction assures smooth, trouble-free performance. Roller chain friction driven inkers are felt and rubber while aluminum castings reduce weight. Units may be operated

You Get Things Done With

continuously or automatic spring return, at faster speeds than previous models.

for fast, economical record handling —

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speeds record handling as much as 300%!

New STANDARD Rol-Dex brings the speed, economy and efficiency of **rolling card trays** to almost every type and size of record handling. ALL records are instantly and constantly available, not only to the seated clerk, but to outside reference as well.

Available for:

tab on end (3¼" x 7⅜")
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6" x 4"
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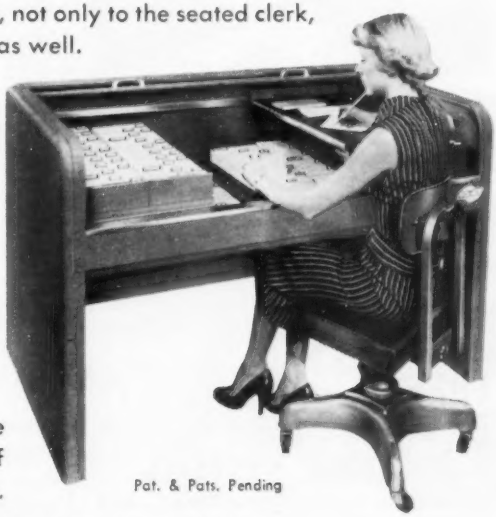
MIB (2¼" x 3")

and can be adapted for special size records.

STANDARD Rol-Dex units can be joined to form work stations of any desired length and capacity.



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All styles of STANDARD Rol-Dex are also made for stand-up operation and can be equipped with casters for mobility.

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Rol•Dex Division, Dept. O-8, Jamestown, N. Y.

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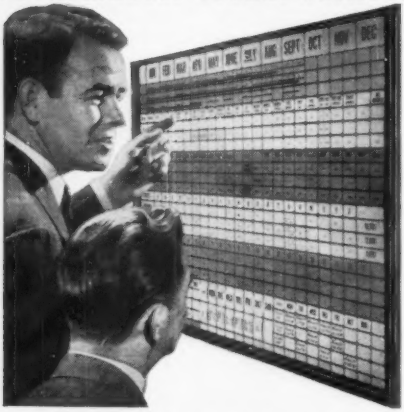

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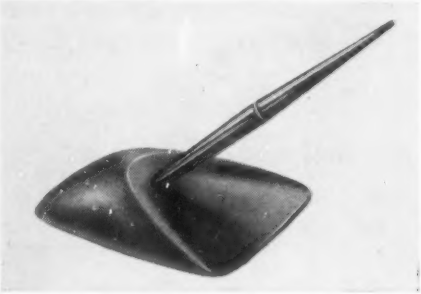
For More Information Circle No. 402

continuously or automatic spring return, at faster speeds than previous models. Model 4ARC Versa-matics may be operated horizontally or vertically and from left or right of conveyor line. Unit is furnished complete with one shaft and mounting bracket. **For More Information Circle No. 162.**

DESK SET

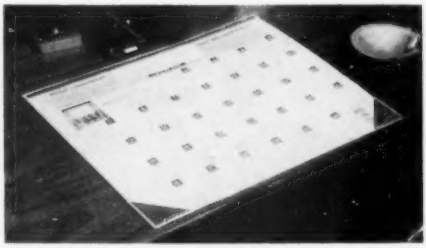
Bert M. Morris Co., 8651 West 3rd St., Los Angeles 48, Calif., makes the Satelrite Ballpen Desk Set designed for good looks and good performance. It features



Cushioned Writing for smooth, trouble-free service at the low retail price of $2.95. Dealers are offered envelope stuffers and point-of-sale display material for the Satelrite Desk Set. **For More Information Circle No. 140.**

CALENDAR DESK PAD

Doolittle & Co., 320 N. Dearborn, Chicago 10, Ill., makes a 17½″ x 22″ 12-month desk calendar pad which is both



functional and attractive. It provides a personal, visual record of daily transactions including appointments, expenses,

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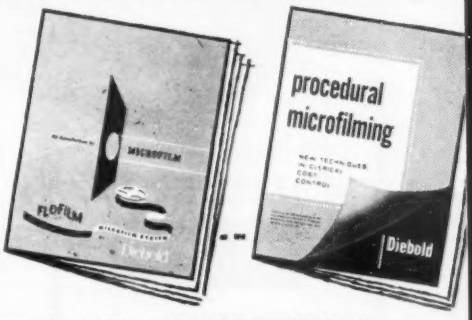
eck literature desired—clip coupon to letterhead and mail today!



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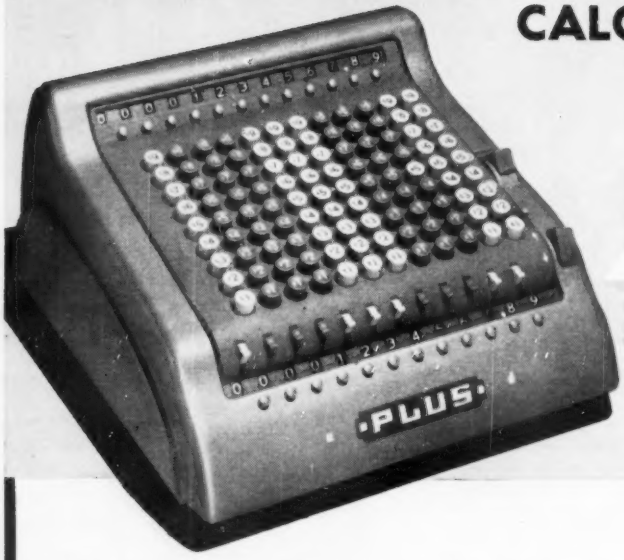

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Representatives in Principal Cities

For More Information Circle No. 237

Sales and Service Offices in All Principal Cities

City..... Zone..... State.....

plans, projects in work and other business memos. A duplicate page for each month provides space for confidential notes. Printed in soft brown to match leatherette binding and corners. Sheets are perforated for easy removal. **For More Information Circle No. 125.**

CONTINUOUS FORMS

Continuous Forms, Inc., 4490 Cass Ave., Detroit 1, Mich., specializes in emergency printing of continuous forms. They have maintained 72-hour deliveries for over a year on continuous forms for

such daily uses as invoices, purchase orders, checks, envelopes, etc. When forms run out unexpectedly or when a new job comes up suddenly, they can ship you a supply of forms within three days. For complete information on this fast service for continuous forms, **Circle No. 142.**

AUTOMATIC TYPEWRITER

American Automatic Typewriter Co., 2323 N. Pulaski Road, Chicago 39, Ill., announces the Model 56 Automatic Perforator which perforates an Auto-Typist record roll by pneumatic action as the typist manually types on the electric typewriter mounted on the Auto-Typist. Simultaneously, as the record roll is being perforated, an identical copy is being typed on the electric typewriter. Only the normal

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For More Information Circle No. 316

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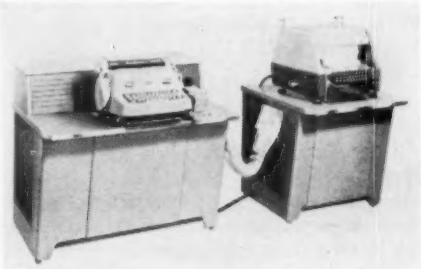
16716 Westfield Ave., Cleveland 10, Ohio

For More Information Circle No. 305

light touch, as used in manual typing on the electric typewriter, is required. Errorless typing is not necessary because errors



can be easily corrected after the perforated original record roll has been proofread. **For More Information Circle No. 113.**

DRAFTING DESK

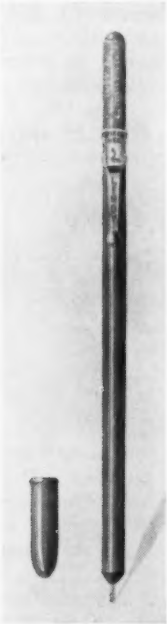
General Fireproofing Co., Dept. L-14, Youngstown 1, Ohio, makes the Draft-a-Matic drafting desk which utilizes a mechanical device called the Roto-Positioner. This is an endless plastic belt which operates on two aluminum rollers and extends completely across the drafting platform.

Turning a hand wheel on either end of the front roller causes the plastic belt to rotate. With drafting paper fastened to the belt, any part of the drawing surface can be brought down to the lower area so the draftsman can remain seated regardless of which part of the drawing he is working on. The plastic belt is 48" wide and can accommodate a drawing up to 84"

long. It is dimensionally stable so that a base line on the drawing will remain true no matter how many times it is rotated. The belt is self-healing, preventing pencil grooves and compass holes from forming permanently. If pulled or stretched, it always resumes its original shape. The Draft-a-Matic comes in three basic widths, 49½", 60" and 84". Standard drafting machines can be attached to it. **For More Information Circle No. 168.**

BALLPEN

Lindy Pen Co., 9601 W. Jefferson Blvd., Culver City, Calif., makes the Lindy F-460 Auditor's Pen, a fine



point ballpen available with eight ink colors. This non-refillable pen is 7" long and designed to reduce writing fatigue. Ink color is indicated by color of barrel and ink is permanent, non-transferable and non-smudging. Retails at 49c. **For More Information Circle No. 194.**

DESK

Cole Steel Equipment Co., 415 Madison Ave., New York 17, N. Y., makes the steel Fleetwood Executive Desk with flared top and contoured pedestal. The smooth lino-

Swifty, thrifty numbering machine

Force model 150

Handles most every office numbering job quickly, inexpensively. Automatic — consecutive, duplicate, repeat; 6-wheel capacity. Sturdy frame, easy action, smooth operation. Prefixed letter wheel when desired **without extra cost.**

Nine stock combinations, all at one low price!

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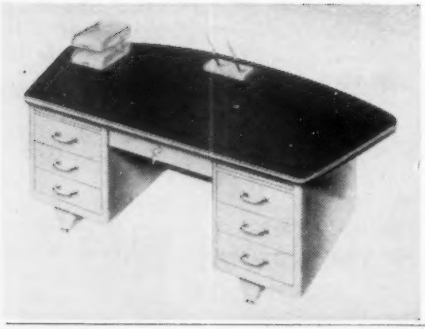
For More Information Circle No. 308



leum top in choice of matching or contrasting colors (mist green, desert sand or Cole gray) is trimmed with aluminum. Available with one letter file drawer and four box drawers, or two letter drawers and two box drawers. Nylon-gliding drawers won't warp or stick. Top size can be 64" x 28½" or 66" x 34½". A typewriter pedestal may replace either left or right drawer pedestal. The Fleetwood line also includes the President and Jr. Executive model desks. **For More Information Circle No. 145.**

For More Information Circle No. 354

ODORLESS FIXATIVE

Graphic Arts Div., Acrolite Products, Inc., 106 Ashland Ave., West Orange, N.J., makes Odorless Acrolite fixative in a pressurized container for protecting artwork. It sprays

odorless and dries odorless. It is non-flammable won't wrinkle paper nor alter tones or colors. Dries to a true matte finish and re-workable surface. In 6, 12 and 16 oz. spray containers with clog-proof valve. **For More Information Circle No. 107.**

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Everyone wants to see and use that new Marchant Deci•Magic

... easiest calculator to operate ever built... ends decimal-point errors

The figure boys in this firm have every right to be excited about this new calculator that banishes decimal-point doubt, that ends decimal-point errors... forever.

The Marchant Deci•Magic is the world's first and only calculator to automatically set decimals in the keyboard and all dials. Touching one key one time guarantees correct decimals throughout a problem *and in the answer.*

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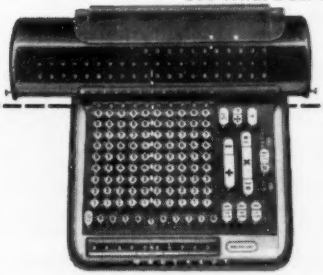
See What Deci-Magic Can Do For You—Mail This Coupon Today



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MARCHANT CALCULATORS, INC.

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☐ We'd also like a copy of your folder, "Index to Modern Figuring by Marchant Methods."

O-6

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PLEASE ATTACH COUPON TO YOUR COMPANY LETTERHEAD

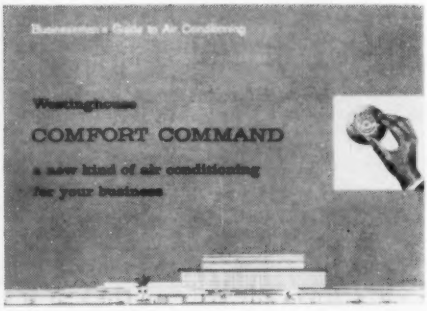
Modern Management Counts on Marchant

For More Information Circle No. 216

Literature from the Manufacturers

Data Processing Accessories

Wright Line, Inc., 160 Gold Star Blvd., Worcester 6, Mass., offers a 28-page Supplement to its Catalog 20, listing several new products. Among them are the Wright Line 22-Drawer Full Suspension File, designed to match the 15-24-30-Drawer Files; the Wright Liner motor driven unit for ruling vertical lines on tabulating forms; a complete line of binders for data processing records; a console desk built especially for use with the IBM 650 console, and a new line of tabulating guides, including 5″ x 3″, 6″ x 4″ and 8″ x 5″ sizes. The Wright Line now includes more than 400 items of data processing accessory equipment. For the catalog supplement, **Circle No. 177.**



Air Conditioning

Westinghouse Electric Corp., Air Conditioning Div., Box 510, Staunton, Va., has published a 12-page illustrated Businessmen's Guide to Air Conditioning

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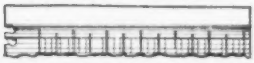

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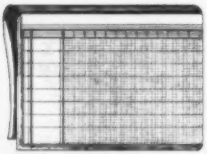

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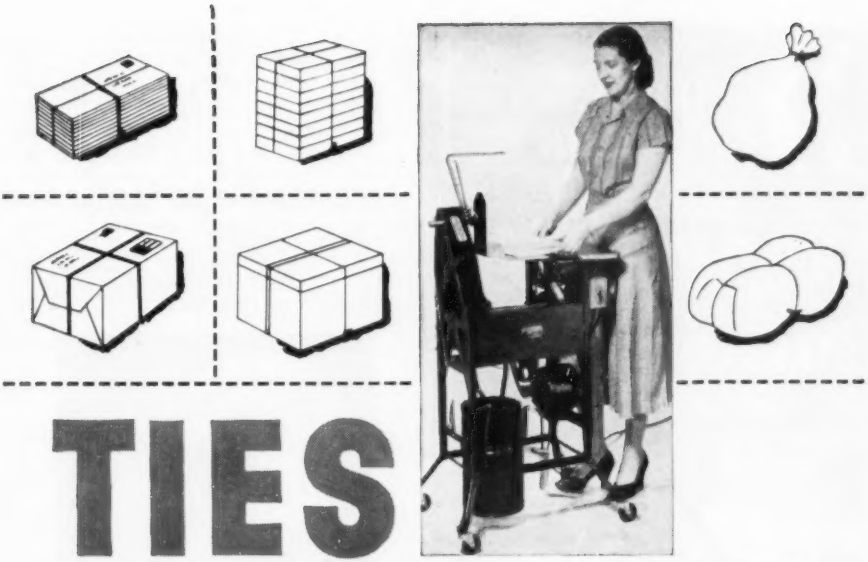

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And remember—size or shape of the object to be tied makes no difference. The Bunn Package Tying Machine is completely self-adjusting.

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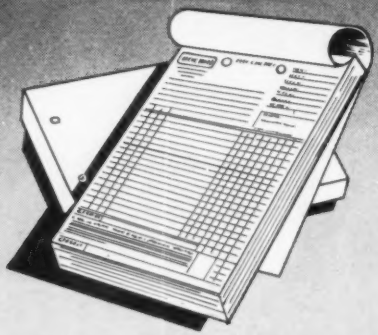

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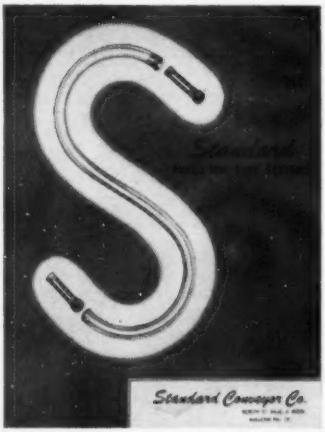
For More Information Circle No. 348

which describes the advantages of Westinghouse Comfort Command. These units are made in capacities up to eight tons for smaller offices and up to 15 tons for custom-engineered systems in larger offices. For a copy of this guide, **Circle No. 185.**

Pneumatic Tube Systems

Standard Conveyor Co., North St. Paul 9, Minn., offers their 12-page Bulletin No. 12 which illustrates and describes pneumatic tube systems with carriers for



forms, tabulating cards, cash, blueprints, etc. It also describes some pneumatic tube systems which saved more than their cost within a short time. For the literature, **Circle No. 178.**

Copying Machines

Copease Corp., O-6, 425 Park Ave., New York 22, N. Y., offers an 8-page illustrated booklet prepared as a factual guide in the selection of office copying machines. It analyzes the principal reasons for the growing use of copying equipment and points out the advantages and disadvantages of the various machines. In answering typical questions asked by office executives, purchasing agents and others regarding the main points to be considered when selecting a copying machine, stress is placed on comparative cost, speed, ease of operation and limitations of the various

copying processes in relation to a company's specific requirements. For this booklet, **Circle No. 182.**

Executive Offices

Shaw-Walker Co., Muskegon 4, Mich., announces that their new Carlyle executive desk, "the nearest yet to desk automation," is richly illustrated in an 8-page color brochure. Models and sizes for all executive needs are shown in actual office settings. Carlyle's work-organizing innovations are plainly pictured and described. Complete color-styling details including finishes, top colors and coverings, are given for a wide variety of desks, tables, credenzas, chairs and other matching pieces. For a free copy, **Circle No. 184.**

Offset Supplies

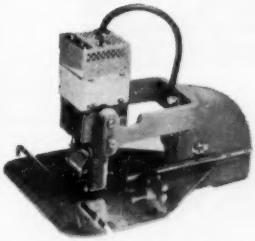
Michael Lith, Inc., 145 West 45th St., New York 36, N. Y., offers their 48-page offset duplicating supplies catalog No. 22 which is divided into four easily read, illustrated sections: copy preparation aids, platemaking supplies and chemicals, bindery aids, press accessories. Each of the domestic and imported products was chosen to simplify operation and extend the variety of jobs run on offset duplicators. Tested accessories for "big press quality" include special ink-coverage and water control attachments for duplicating machines, Jobmaster Anti-Offset Dry Spray Unit, Chain Delivery and Stacker Unit, and others. Offered for the first time in a Michael Lith catalog are Litho Brown Tapes (opaque to arc lamps, yet transparent to the stripping artist). For this catalog, **Circle No. 193.**

New

UNIVERSAL

electric

NUMBERING MACHINE



FOR CARBON COPIES AND GREAT FLEXIBILITY IN NUMBERING

We call this new Roberts E-21-U numbering machine a "universal electric" because its numbering head is entirely flexible—it can be turned sideways and adjusted to permit numbering at any point on a page, card, tag, label or strip of material. It will record clearly through as many as 10 carbons. It automatically prints numbers in sequence from 1 to 999,999 with instant choice of consecutive, duplicate or repeat operation. The universal printing head gives complete freedom in numbering towards the front, back, left, right or any point on a sheet up to 12 inches wide, and of any length. Adjustable guides for accurate positioning. Just plug in—no installation. Also available for foot operation in model E-21-UF. Write for more information.

HELLER ROBERTS
Manufacturing Corporation
ROBERTS NUMBERING MACHINE DIVISION
700 Jamaica Ave., Brooklyn 8, N. Y.

For More Information Circle No. 350

DRAWING INSTRUMENT FOR DUPLICATING

Fine lines and detailed drawings are easy to make on duplicating stencils and spirit masters with the ELECTRO-STYLUS. Use it like a fountain pen. Trace artwork. Get perfect reproduction without lines spreading. Draw over typewritten copy—stencils won't tear. ELECTRO-STYLUS, with 5 different points, only $14.50 postpaid. Moneyback guarantee.

ELECTRO-STYLUS, Forsyth, Missouri

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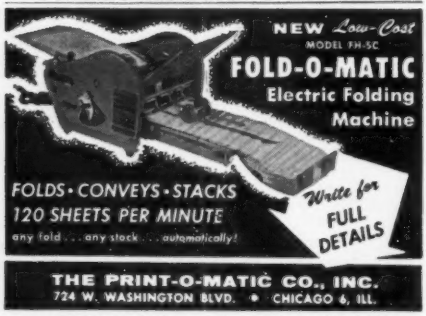

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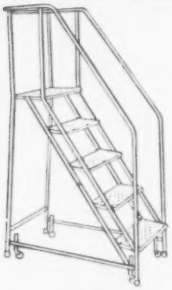
724 W. WASHINGTON BLVD. • CHICAGO 6, ILL.

For More Information Circle No. 318



COTTERMAN TUBULAR WELDED STEEL SAFETY LADDERS
For Filing Rooms, Stock Rooms, Vaults, Strong—Easy to Move, Easy to Climb.

Mounted on Swivel Brake Casters which allow the ladder to be rolled freely when no one is on it. When you step on the ladder the rubber cushioned legs rest on the floor and prevent rolling. Made in 13 heights — 4 widths. Send for Circular 56-O and prices.

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For More Information Circle No. 319

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Elevator stands, metal bookcases, steel shelving, lustrous laminated plastic chair mats.

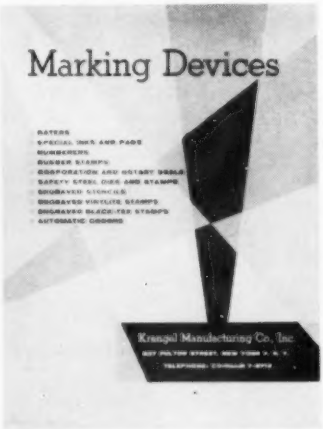
Write for Catalog

INTERSTATE METAL PRODUCTS CO., INC.
666 N. Lake Shore Drive, Chicago 11, Ill.

For More Information Circle No. 373

Marking Devices

Krengel Mfg. Co., 227 Fulton St., New York 7, N. Y., offers their 78-page illustrated catalog of Marking Devices including daters, numberers, rubber stamps, special inks and pads, seals, engraved stencils,



coders, etc. Everything is fully described and sample impressions are shown. Because of the wide variety of equipment and materials included, this catalog is a handy reference source of marking devices. For a copy, **Circle 181.**

Data Control Systems

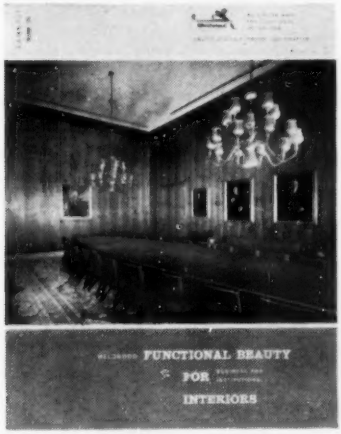
Epsco, Inc., 588 Commonwealth Ave., Boston 15, Mass., has published a 20-page

illustrated booklet showing and briefly describing some of the commercial applications of their data control equipment. This

includes complete systems and equipment for use with existing computers. For this booklet, **Circle No. 186.**

Interior Design

United States Plywood Corp., Dept. BII, 55 West 44th St., New York 36, N.Y., shows the work of many of the country's leading architects and designers in a brochure designed to aid business and institutional executives in planning either



original installation or remodeling interiors. The brochure, entitled "Functional Beauty for Interiors," contains 110 photographs illustrating good planning and installation of offices, board rooms, lobbies, corridors, showrooms and special function areas such as operating rooms in hospitals. For a free copy of this 24-page booklet, **Circle No. 188.**

Office Equipment Catalog Service

Business Files Institute, Inc., 15 West 44th St., New York 36, N. Y., offers a permanently bound catalog service integrating manufacturer's brochures, applications and case histories. Resulting from research, planning and testing of specific needs of purchasers of office equipment, accessories and supplies, the volumes making up the catalog service are completely

Mail Cart!

Put efficiency in your mail operation! This double-deck polished aluminum mail cart by Chesley lets your mail department categorize incoming mail for quick, error-free delivery. Lower basket for out-going mail. Both baskets are removable.

BASKET SIZE—(Upper) 17½x25x11; (Lower) 17½x25x8
FRAME—High Polished Aluminum ✱ BASKETS REMOVABLE
SHIPPING WEIGHT—33 lbs. ✱ PRICE—$45.00 ✱ TERMS 1% 10 days, net 30 days ✱ F.Q.B. Detroit.
File folders to fit guide bars — $.24 ea.
Write for free brochure — or, better still — order today!

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Prove it to yourself with this free offer:—Duplisettes give you fast, clean carbon copies —NO more smudged fingers, NO more dirty letters, NO more collating, NO more fussing with loose carbons! Size 8½ x 11 in *white, canary, pink, blue, green and goldenrod.*

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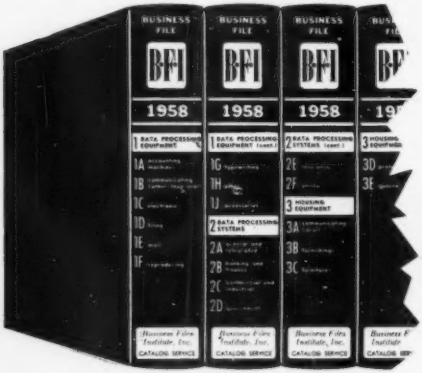
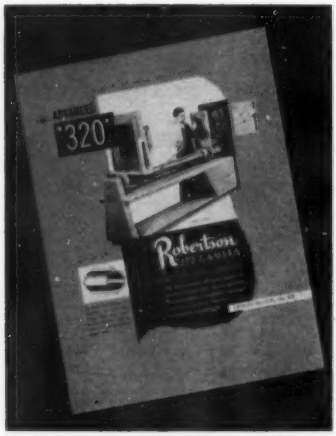
For More Information Circle No. 347

folder on their Advanced 320 Camera

cross-indexed by manufacturers name, product, trade name and product application. The service provides reference on office procedures and equipment applica-



tions to enable the user to find the most advantageous and economical equipment for specific applications. The 1958 set of the Business Files Institute catalog service will run between three and six bound volumes. **For More Information Circle No. 187.**



Reproduction Camera

Robertson Photo-mechanix, Inc., 7440 Lawrence Ave., Chicago 31, Ill., offers a

For More Information Circle No. 345

folder on their Advanced 320 Camera which illustrates in detail the new features available both as standard equipment and as options. The 320 camera track is now constructed of a 5″ one-piece steel tube with steel center guide rails, top and bottom. This improved design insures greater rigidity, positive parallelism and longer wear. Alternate lighting systems now available on the camera are also described. Carriers for small carbon arc lamps and for double banks of incandescent lamps are optional equipment. For the folder, **Circle No. 189.**

Diazo Process

Charles Bruning Co., 1802 Central Road, Mount Prospect, Ill, offers a 12-page illustrated booklet describing the Copyflex diazotype copying process. It describes the concept of the process as related to simplification of paperwork in

business operations. The method of using reproducible copies, removing information from originals and copies, combining Polaroid Land photos and text to produce illustrated copies, are a few of techniques illustrated and described step-by-step in the booklet. For a copy, **Circle No. 183.**

A LIGHT TOUCH
makes
NEAT ERASURES
with a
RUSH-
-FYBRGLASS
ERASER

No slip sheet needed between carbon and copy. No erasing shield – the Rush Eraser is less than one character thick. In beautiful, life-time plastic case, handy to use as a pencil, with long-lasting propel-repel refills.

Order from your dealer or send 50¢ and dealer's name.

THE ERASER CO., INC.
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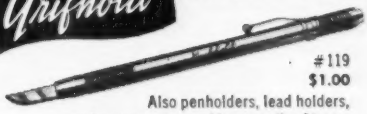

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For More Information Circle No. 320

News of the Office

Automation Exposition

The 4th International Automation Exposition and Congress will be held June 9-13 in New York's Coliseum. There will be over 100 clinic sessions and 14 technical sessions. For the first time, a Military Automation Exposition will be included. For full information write Richard Rimbach Associates, 845-A Ridge Ave., Pittsburgh 12.

Systems Conference

Roosevelt University's College of Business Administration, Chicago, will hold a systems and procedures conference June 12-13. A copy of the program is available from Dr. Henry Ludmer, Roosevelt University, 430 S. Michigan Ave., Chicago 5.

NSPA's 13th Convention

The National Society of Public Accountants will hold its 13th annual convention and exhibit at the Deauville Hotel, Miami Beach, Fla., Aug. 18-22. A larger than usual attendance is expected from among the society's 8000 members. Details from the society at 1012 14th St., N. W., Washington 5, D. C.

Electronic Tax Agent

An electronic tax agent is checking corporate returns in Massachusetts' Department of Corporations & Taxation. It's a Burroughs E101 computer which can recompute a tax form in less than a minute. According to Robert H. McClain, the department's bureau of administration and research chief, their system enables the machine, after a few key figures are entered by its operator, to recompute the entire tax return. "Although the auditing operation is greatly speeded through the use of the E101," Mr. McClain said, "the main purpose of the system is to free personnel from the drudgery of hand calculations, giving them additional time for more important decision-making and contact work."

Read Between the Lines

The job application blank is a profile of the prospective employee, but how many interviewers recognize this and are able to use this document to its fullest advantage? Albert H. Malo, psychologist for the Kemper Insurance group, suggests that the application blank can identify significant traits of the applicant. In analyzing the application one can observe: how the applicant completes the blank; what he includes contrasted to what he omits; meticulousness in furnishing details requested; accurate accounting of school years, work history, service time and unemployment; whether the questions have been read correctly and answered concisely; and evidence of realistic planning in employment history. Answers to these and similar questions are clues to work habits, sense of responsibility, quality of memory, integrity, ambition and degree of alertness.

Electric Typewriter as Study Aid

An experiment in teaching touch typing on electric typewriters to elementary school children will start June 16 at the University of North Dakota as a result of a grant by Smith-Corona, Inc., it was announced by Dr. John L. Rowe, chairman of the

Everything is in the drawers even wastebasket and phone.

How to get new freedom to work

New Clutter-Proof Desk keeps top clear and organizes drawers

How much time and money do cluttered desks waste in your office?

Desk top clutter and desk drawer hodgepodge aren't confined to the careless. Even people who *try* to be neat and efficient get no help from their desks.

But this new Shaw-Walker Clutter-Proof Desk actually "lends a hand." Fully 75% of the things that pile up on top or in drawers of other desks have a *specific place inside* this desk.

The in-drawer organization is a marvel of convenience. There are in-drawer letter baskets, work separators, letter files, card trays, forms shelves and work tools organizers. There's even an in-drawer wastebasket and provision for an in-drawer telephone.

Usable working space on the desk top is doubled. *You get new freedom to work.*

See these new Clutter-Proof Desks at one of our 17 branches or 470 dealers. There are 58 beautiful color combinations. Or write for our new 252-page Office Guide. Shaw-Walker, Muskegon 4, Mich.

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Muskegon 4, Mich. Representatives Everywhere

not just "copies"...
but copies precisely like the original...
thousands if needed...in minutes!

Xerography *copies the quality,* too. Whether it's a simple report of a few pages and a few copies, or a monumental report of hundreds of pages, you can copy it onto duplicating masters faster by xerography —and still retain all the crispness and impact of the original quality.

That's a boon for any executive. It means that every copy distributed will be as sharp and clear as yours.

You get copies precisely like the original —thousands if needed—in minutes. And xerography's versatility permits enlargements, reductions, or size-to-size copying. The cost is low—so low you can now do things you never before thought economically feasible.

Write for proof-of-performance folders showing how xerography is saving time and thousands of dollars for companies of all kinds. Haloid XeroX Inc., 58-277X Haloid Street, Rochester 3, N. Y. Branch offices in principal U.S. and Canadian cities.

HALOID XEROX®

For More Information Circle No. 268

business education department, who expects to verify that typing on electric machines will assist the student's early learning process. Third and fourth grade students will participate to ascertain if it will speed their grasp of reading, spelling and composition. Previous experiments indicate that manual typewriters stimulate grade students' interest in primary subjects. But children of this age cannot actually learn the touch system on manual machines because the finger strokes require too much strength and muscular coordination. Since children in the third and fourth grade can learn to play the piano, Dr. Rowe sees no reason why they cannot master touch typing on an electric typewriter. The project will use electric portable typewriters.

Work Schedule Calendar

A work schedule calendar to help businessmen forecast work overloads and vacation periods has been prepared by Manpower, Inc., international temporary help service. The six-month calendar is arranged so that the executive can chart the periods in which extra help will be needed and arrange for it in advance. Manpower, Inc., employees do work for offices, factories, stores and warehouses during peak seasons, vacations and work overloads on an hourly or piece-work basis, on the customer's premises or in Manpower offices. This enables businessmen to cut operating costs by holding their staffs at the minimum necessary for day-to-day operations and utilizing temporary help services for work above that level. For the work schedule calendar, **Circle No. 196.**

Home Study Courses

Two home study courses to help office workers upgrade themselves have been developed by National Office Management Assn. A General Clerical Course contains instruction in basic office procedures for workers in any office job classification. A Modern Office Management Course is intended primarily for junior executives seeking to improve their chances for advancement to higher office management positions. The courses were prepared under the supervision of Dr. William M. Polishook, director of NOMA's Home Study School and assistant dean of Temple University's Teachers College. Complete details from National Office Management Assn., 1931 Old York Road, Willow Grove, Pa.

Marcella White receives an award from L. E. Wells, chairman of Exide's suggestion committee, Electric Storage Battery Co., Philadelphia, for her idea to simplify material receiving records.

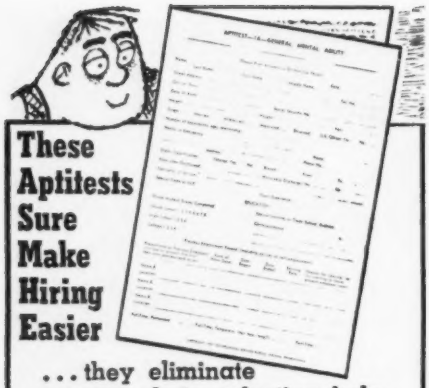
Tulsa Business Show

The Tulsa chapters of National Office Management Assn. and Systems & Procedures Assn. of America will hold a business equipment show in Tulsa's Cimaaron Ballroom, Nov. 10-11. Data from Joel C. Culley, Box 1320, Tulsa, Okla.

A Brake on Coffee Breaks

The free coffee break has become a casualty of the recession at American Brake Shoe Co., New York, which has discontinued its distribution of two free cups of coffee each day to 10,000 employees in the main office and 54 plants. Kempton Dunn, president, estimates this will save at least $200,000 a year. "Most of the employees think the step was sensible in the light of current business conditions," he said "They know the procedure may help prevent salary cuts."

* Safe, efficient method of controlling key distribution.



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For More Information Circle No. 351

BE

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The first and only one of its type, is being offered by Business Electronics Inc. Designed for inexperienced people, it is similar to a course members of the firm developed and are teaching at a large University. Students are taught to develop and program electronic systems for business problems such as Payroll, Accounts Receivable, Inventory Control, etc.

Free brochures describing the course are available upon request from:

BUSINESS ELECTRONICS INC.
Computer Department
420 Market Street, San Francisco 11, Calif.

For More Information Circle No. 352

TVA's 25 Years of Records Management

BEN F. GREGORY,
Records Management Analyst, Office Methods Staff, Tennessee Valley Authority, Chattanooga

(Continued from the May issue)

MATERIAL coded "T" is separated from permanent material; retained in either a separate file or a separate place in the file. As soon as temporary material is two years old, it is destroyed without review in the next scheduled disposal month, usually January or July. Retention filing is used in all active files and methodically eliminates 30% to 40% of current file volume. Permanent files are more effective, not being cluttered with extraneous material.

Besides determining which material may be coded "T" in current files, the divisions are responsible for determining appropriate retention periods for all records they create or receive and which eventually may be moved to storage centers. This places the first evaluation of any record in the hands of those who know most about it. Records are scheduled by file items rather than by categories or general types. A form, for example, may be prepared in triplicate, but individual copies may have differ-

RIBBONS
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Ramac & Univac
H. M. STORMS COMPANY
561 GRAND AVE., BROOKLYN 38, N. Y.

For More Information Circle No. 353

BOTTOM LINE CARD HOLDER

ent periods of retention because of the different purpose each serves. One may be thrown away immediately after initial use; another may be needed at a different location as a temporary record; the original may constitute a permanent record and be preserved indefinitely. Each copy is considered a separate item and scheduled accordingly.

Since the process requires familiarity with related procedures and purposes in each case, it is slow but highly accurate. Retention periods set up for temporary records are sent to the General Services Administration for ultimate Congressional approval. Concurrent with establishment of retention schedules for records that will continue to accumulate, approvals are secured for destruction of inactive files of material discontinued during previous years and no longer having permanent or historic value.

The office service branch retains responsibility for the proper conduct of records disposal. It lends staff assistance to all divisions in the determination of retention schedules for individual items.

Since the inception of its scheduling and disposal program, TVA has saved an estimated $1,344,123 by destroying 86,775 cu. ft. of records. The estimated dollar saving is based upon only the cheapest types of storage space and equipment needed to house them. TVA now has on hand only 91,300 cu. ft. of records, most of which are scheduled for either permanent retention or ultimate disposal.

The office service branch operates the records storage centers on a "shops and services" basis. The cost of operation is charged to the using divisions

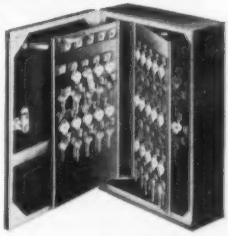
* Safe, efficient method of controlling key distribution.
* Key Control System has met our original expectations, and has helped solve this problem.
* Compact and easy to use and yet versatile enough to handle perfectly any problem.

CUSTOMER SATISFACTION PROVES TELKEE SYSTEMS ANSWER KEY CONTROL PROBLEMS

Quotes above come from typical Telkee users who wrote unsolicited letters now on file.

Telkee Systems are used by American industry from Aviation to Zincography. This range of applications prove the adaptability and advisability of Telkee for key control at a low investment. Pays for itself in a short time.

FIND OUT FOR YOURSELF. Write today for the complete story of Telkee Systems. Ask for free booklet . . . "The Key To The Whole Thing."



REGENT WALL CABINET
Dimensions: 16¼" high, 12¼" wide, 5" deep.
Capacity: 75-125 keys.
Also available fully recessed.
Write for dimensions.

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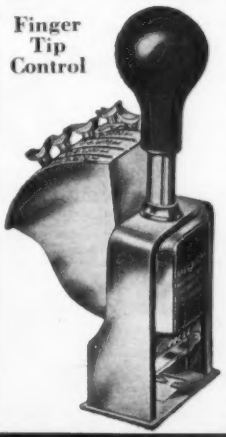
Gear Construction Numbering Machines

Finger Tip Control



Model 43

Wheels engraved with figures, letters, fractions, etc.

Any Number Quickly Brought Into Printing Position

WRITE FOR SPECIAL FOLDER

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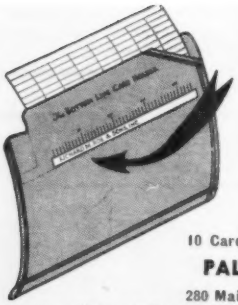
For More Information Circle No. 325



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For fast, accurate typing of bottom line index on all visible cards

10 Card Sizes — $2.00 to $2.45

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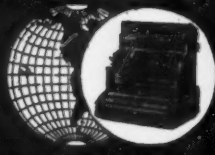
WORLD WIDE SERVICE



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Successor to International Cash Register & Parts Co.

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For More Information Circle No. 336

and offices on the basis of storage space occupied and various rehabilitation and reference services provided. Before storage and service rates were charged, many offices found it easy to ship their inactive records to the storage centers without evaluating them. The records might remain in storage forever. When storage center charges were made, there was a change of attitude. Such a rush of evaluation and disposal requests developed that a warning had to be issued throughout the agency that no stored records be destroyed without full authorization as required by law and policy.

Large volume records which by Federal statute must be retained indefinitely, but which have little reference activity, are stored in General Services Administration's Federal Records Centers in St. Louis or Atlanta. Protection of our indispensable operating records is accomplished generally by duplication in two or more widely separated locations. Some permanent records are microfilmed to reduce volume. We are considering reducing all inactive engineering drawings and tracings from our standard 27″ x 40″ to 4″ x 6″ negatives, using a high speed rotary camera with continuous feed.

Our next logical step is control of the creation of unnecessary records. It is dramatic to clean house suddenly and dispose of huge volumes of useless records. It is more businesslike to maintain continuous management of records and, insofar as possible, practice "birth control" on official papers.

During the past year, our office service branch moved into paperwork management. Each division appoints its

own paperwork officer authorized to limit the making of records in his own organization to those essential in carrying on the work. Paperwork management has two aims: to reduce the volume and to improve the quality of official papers. A *Paperwork Management Handbook* is used by the divisions in their continuing systematic review of correspondence, reports preparation, written instructions and forms. Each division reports progress and accomplishments regularly. These controls hurt nobody, but lighten the workload for all. Savings are substantial if even a fraction of the papers are never created. While TVA's experience in records management has been reasonably successful, we always keep in mind that 70% of records' cost is incurred when they are created.

It should not be inferred from the foregoing that TVA is more preoccupied with control and reduction of records than with development of an adequate body of records on the agency's work. The Valley program must be properly documented. From the 5,000-year-old legal statements on the clay tablets of ancient Sumer, to modern magnetic tape, records have maintained the continuum of civilized methods and techniques. Thirty-seven nations have been conducting similar valley development programs since World War II. They turn constantly to TVA for guidance on every aspect of their projects, for they consider TVA the pattern in concept and methods. Thus, the responsibilities of history reinforce the normal requirement of efficiency in the agency's management of its official papers.

SORTING SIMPLIFIED with the *Kohlhaas* VERT-A-SORT

- *Fast*
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- *Easy-to-Use*
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Increase sorting efficiency and production with the easy action VERT-A-SORT. Speeds sorting of accounts receivable and payable, checks, invoices, etc. In a variety of sizes, indexed to your needs. Write for complete details.

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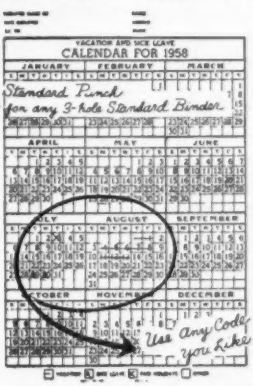
For More Information Circle No. 321

VACATION AND SICK LEAVE CONTROL SHEETS



These control sheets give an accurate, readily accessible, and economical record of employee's annual vacation, sick leave, paid holidays, and other records requiring tabulation by calendar days. Over 150,000 sold this year.

Available on fiscal year calendar if desired.

1958 Vacation and Sick Leave Calendar Sheets

25 sheets	$2.00	300 sheets	$12.00
50 sheets	$3.00	400 sheets	$14.00
100 sheets	$5.00	500 sheets	$15.00
200 sheets	$9.00		

Additional sheets over and above 500 .....1½c each

Minimum order 25 sheets—F.O.B. Columbia, Missouri

Postage Prepaid if check or money order accompanies order.

AMERICAN PRESS, 200A So. 7th, Columbia, Mo.

For More Information Circle No. 322

News of the Industry

Eppert Heads Burroughs

Ray R. Eppert

Ray R. Eppert, who joined Burroughs Corp. as a shipping clerk in 1921, was named by the board of directors to succeed John S. Coleman as president. Mr. Eppert has been executive vice president since 1951 and a member of the board of directors since 1948. After two months as a shipping clerk he became a salesman. In 1926 he was brought into the home office in Detroit and assigned to the bank division of the sales promotion department. In 1928 he was appointed assistant manager of Burroughs New York branch sales office and later became special representative in charge of the eastern division. He returned to Detroit in 1933 and was promoted to assistant general sales manager in 1939. In 1941 he became general sales manager and in 1946 was elected vice president in charge of marketing. Mr. Eppert is a past president of the Office Equipment Manufacturers Institute and has been prominent in the activities of the American Management Assn., National Assn. of Manufacturers, and the National Distribution Council, an advisory committee to the Secretary of Commerce.

Kenneth C. Tiffany, vice president in charge of finance, was elected a director of the corporation, it has been announced by Mr. Eppert.

Haloid Xerox Officers

John B. Hartnett

Homer T. Hirst

C. Peter McColough

Haloid Xerox, Inc., is the new corporate name of the 52-year-old Haloid Co. Xerographic products, first introduced in 1950, now account for nearly half of company sales and more than half of the earnings, according to Joseph C. Wilson, president.

John B. Hartnett, vice president in charge of sales and advertising since 1946, was elected chairman of the board, succeeding Homer A. Piper who was named honorary chairman. Mr. Wilson, former honorary chairman, continues on the board of directors and as a consultant. Elected vice president in charge of sales was Homer T. Hirst, since 1953 sales manager in charge of branch sales. Promoted to the position of manager of marketing was C. Peter McColough, formerly assist-

everybody ...but EVERYBODY... wants my SWIFT

They rush in twenty times a day: "Where's the Swift?" The machine weighs only 6½ lbs. so it moves all around from office to office and desk to desk. My girl friend couldn't believe that this wonderful Swift adds and multiplies up to 10,000,000 with a flick of the wrist. Where she works they have only a heavy, non-movable machine and everyone has to "stand and wait" to use it. I showed her the visible dials, the large clear type, the two-color ribbon and even did 150 operations a minute for her.

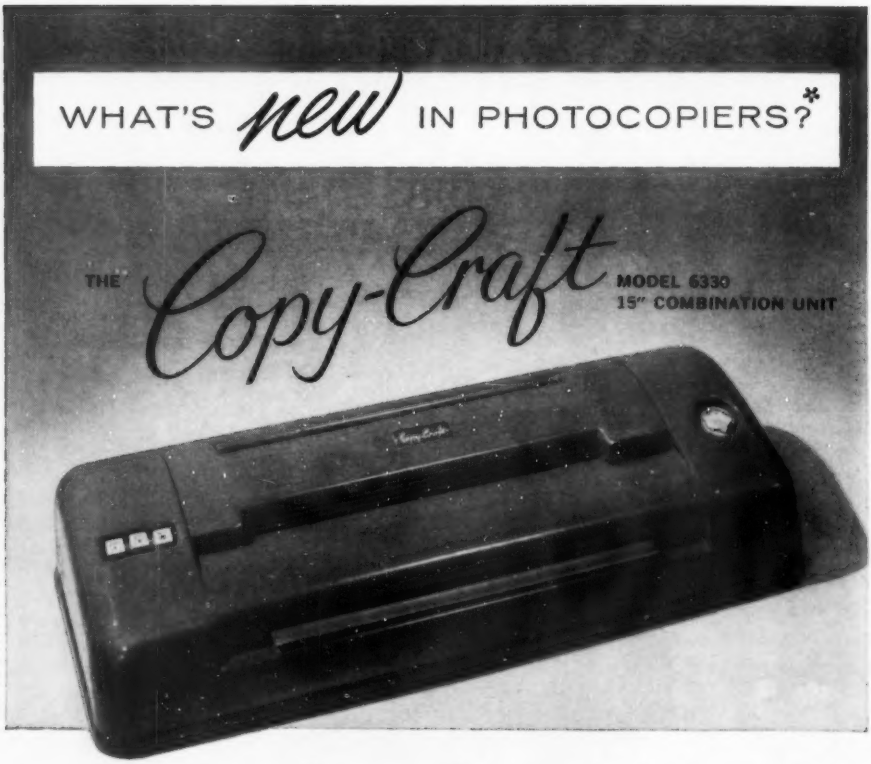
P.S. Some of the men would like to take it home in its zippered case to finish work at night – but Me, *I lock it in my desk drawer!*

P.P.S. My beloved Swift costs only **$99.50** plus tax

At better Office Machine Dealers everywhere or write for information TODAY

SWIFT BUSINESS MACHINES CORP.
Great Barrington, Massachusetts

For More Information Circle No. 252



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- *Check our new reduced prices on all models.*

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So fast . . . a letter size sheet can pass through this machine in 9 seconds! It works with papers of all speeds (any brand) under any lighting conditions. A switch provides a light source with two entirely different strengths and a dial permits a substantial variation of either of these two primary light sources. A new lighting principle in the printing section assures perfect exposures for copies up to 15″ wide by any length. The developing tray slips out for convenient filling and cleaning.

The new *Copy-Craft* with its many outstanding features can take the guess work out of your photocopying.

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For More Information Circle No. 203

ant to the vice president in sales and advertising. John W. Rutledge, western zone manager, was named manager of branch sales. Promoted to manager of new product sales was Donald L. Clark, former eastern zone manager. Peter J. Prozeller, in charge of sales development, was named manager of sales promotion.

Underwood Appointments

David H. Burrell

David H. Burrell was appointed vice president — marketing of Underwood Corp., according to Frank E. Beane, chairman and president. Mr. Burrell, who joined Underwood in 1957 as general manager, announced the appointment of Elmer M. Richardson as general marketing manager, and Reginald Roome Jr. as advertising manager. Until joining Underwood, Mr. Richardson was director of marketing for Aluminum Division, Olin-Mathieson Chemical Co. Mr. Roome was director of advertising and sales promotion for Pro-Phy-Lac-Tic Brush Co.

E. M. Richardson

Reginald Roome Jr.

Goetz Heads Teletype Corp.

John J. O'Brien, for the past eight years president of Teletype Corp., a Western Electric subsidiary with headquarters in Chicago, was elected a vice president of the Western Electric Co. The board of directors of Teletype Corp. also accepted the resignation of Mr. O'Brien and elected Maurus T. Goetz to the presidency. Mr. O'Brien started his Bell System career in 1922 in the accounting organization of the Hawthorne Works of Western Electric in Chicago. Mr. Goetz has been with Teletype Corp. since 1929.

Dictaphone Elects Brice

A. Donald Brice

The board of directors of Dictaphone Corp. elected A. Donald Brice vice president, advertising, it was announced by C. K. Woodbridge, chairman of the board and chairman of the executive committee. Mr. Brice joined Dictaphone in 1946 and was appointed director of advertising and public relations in 1951. Previously, he had been an advertising and promotional writer for the New York Sun, Time Magazine and Young & Rubicam, Inc. He is chairman of the advertising and public relations committee of the Office Equipment Manufacturers Institute.

Zaenglein Joins Clary Corp.

W. G. Zaenglein

William G. Zaenglein, for 20 years president of Monroe Calculating Machine Co. and more recently president of Underwood Corp., was appointed executive vice president and general sales manager of Clary Corp., Hugh L. Clary, president, announced. Clary Corp. introduced many new products during the past year, including a Transactor system for retail stores, an electronic computing machine and a low-priced adding machine. "We feel that Mr. Zaenglein's exceptional-

Charles Bruning Co. has centralized its Chicago manufacturing operations in this 307,100 sq. ft. plant in Mount Prospect, Ill. The new plant is double the size of the two plants it replaced and there is ample room for expansion on the 30-acre site, according to Herbert F. Bruning, president.

ly strong sales background will be of particular help in merchandising these products," said Mr. Clary.

Ozalid Advertising Manager

David E. Fackler

David E. Fackler was named advertising manager, Ozalid Division, General Aniline & Film Corp., according to an announcement by James A. Travis, Ozalid general sales manager. Mr. Fackler had been advertising and sales promotion account manager at Remington Rand. Previously, he had been account executive with Gray & Co.

Venus Appoints Stinchfield

Charles P. Schoen, president of Essex Corp., a subsidiary of Venus Pen & Pencil Corp., Hoboken, N. J., announced the appointment of Grand P. Stinchfield as director of pen sales. Mr. Stinchfield will be responsible for all pen sales activities in the new Venus corporate

G. P. Stinchfield

Norman J. Collister and Russell E. Fowler of Collister Corp.; James J. McKeon, SoundScriber general sales manager; and Henry J. Servais, SoundScriber executive vice president, who announced delivery of 1045 SoundScriber dictating-transcribing machines to 525 field offices of Metropolitan Life Insurance Co.

TOTALIA

adding listing machine

capacities up to

12 listing *13 totaling*

hand models also available

LAGOMARSINO

NUMERIA

full keyboard calculator

capacities

up to 10 x 11 x 21

LAGOMARSINO - FAI - Viale Umbria 36 - Milano (Italy)

TOTALIA & NUMERIA: Check Writer Co., 565 Broadway, New York 12, N. Y. • Grobark & Co., 159 N. Dearborn St., Chicago 1, Ill. • Wholesale Business Machines, 7525 Beverly Blvd., Los Angeles 36, Calif. • Adding Machines Distributing Co., 2223 Caroline St., Houston 2, Texas • Wholesale Office Machines Co., 2000 North Lamar St., Dallas 2, Texas

For More Information Circle No. 202

nounced by J. Ernest Savard, board chair-

COLORED SIGNAL CHANNELS ARE POSITIVE REMINDERS

You!

NEED THIS BUSINESS SAFEGUARD—

to follow up "time due" records such as purchase orders, collections, insurance, contracts, quotations, production schedules, etc. Green signal channel for the months—red signals for the day.

SEE YOUR LOCAL STATIONER AND SPECIFY SMEAD PRODUCTS

SMEAD MANUFACTURING COMPANY, INC.
Hastings, Minnesota

For More Information Circle No. 341

activities in the new Venus corporate structure, now under the direct supervision of Carl W. Priesing, vice president in charge of marketing.

Dixon Promotes Four

The election of four corporate officers for subsidiary companies of Joseph Dixon Crucible Co. was announced by Frank G. Atkinson, president. Kenneth M. Gleszer, formerly executive vice president of Dixon Sintaloy, Inc., was elected president. James S. Law, formerly executive vice president and general manager of Dixon Pencil Company, Ltd., was elected president. Mr. Atkinson also announced promotions in their Mexican affiliate. Matthew Whitehouse was elected executive vice president, and James Long, vice president.

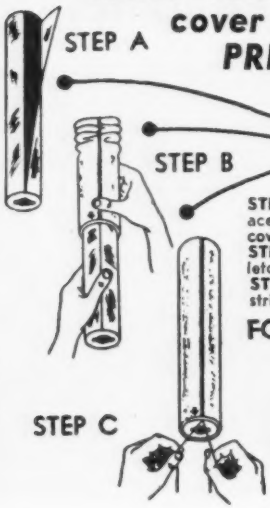
Waterman Acquires Kemper

L. E. Waterman Pen Co., Ltd., St. Lambert, Que., Canada, has acquired Kemper Industries, Cincinnati, Ohio, it was an-

MULTILITH OPERATORS up to 50%

NOW YOU CAN CUT COSTS

cover your own dampening rolls with PRESEWN TRI-MOL molleton covers



IN 5 to 10 MINUTES ANYONE IN YOUR OFFICE can put on their own dampening roll TRI-MOL Molleton covers. It's as easy as A-B-C (see illustrated steps at left). Send in your order today or write for more information.

STEP A — Wrap acetate (sent with cover) around roller
STEP B—Slide TRI-MOL Molleton cover (as shown) onto roller.
STEP C — Tie ends and cut excess string THAT'S ALL THERE IS TO DO!

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DEALERS AND DISTRIBUTORS INQUIRIES INVITED

For More Information Circle No. 342

erick Bowes Jr., vice president of Pitney-

nounced by J. Ernest Savard, board chairman of Waterman Pen, and H. J. Hoxby, president of Kemper Industries which under its prior title, Kemper Thomas Co., was one of the first U. S. manufacturers of calendars and advertising specialties. Mr. Hoxby joins Waterman Pen Co. as chairman of the executive committee. John Murnan, vice president of Kemper Industries, joins Waterman as assistant to the president, Robert D. Howse.

Ditto Dealer Sales Manager

Scott Harrod, executive vice president, Ditto, Inc., announced the promotion of Robert M. Bowen to dealer sales manager. Mr. Bowen has been associated with Lincoln Paper Co., a Ditto subsidiary, for the past seven years. Previously he was office manager and manager of the order and billing department.

C. of C. Lauds Pitney-Bowes

A 1957 national recognition award of the Chamber of Commerce of the United States was presented to Pitney-Bowes, Inc. for a "significant contribution to community betterment and to strengthening free enterprise". The award was presented by Arch N. Booth, executive vice president of the National Chamber to Fred-

Philip M. Talbott (left), president, U. S. Chamber of Commerce, and Frederick Bowes, Jr., vice president, Pitney-Bowes, Inc.

It just SNAPS apart

LETTEREX sets are available in all colors. A set is a high quality onion skin lightly tipped to an intense and clean carbon sheet. 500 sets to a box.

LETTEREX

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For More Information Circle No. 355

NEED HOLES?

They're easy with a

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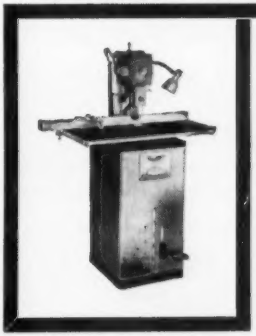

A production machine with such quick set-up that short runs are a special delight. Eliminates costly, time-consuming "farming out." The small investment is soon repaid and then goes on making money for you instead of someone else.

Accessories for cornering, slotting and slitting. Send for literature now.

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For More Information Circle No. 356

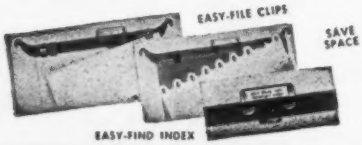
When you learn how *simple* and *easy* it is to FILE and FIND Stencils and Offset Negatives or Masters — using the MIM-E-O Spring Clip method — you'll never again make work for yourself the old, "never-sure" way!

In MIM-E-O Files stencils and masters "hang" vertically on individual steel hangers — free from pressure, oxidation, scratching or other harmful handling abuse — *indexed for instant finding* — which means *fast* and *profitable* re-runs.

LOW-COST, sturdy MIM-E-O Verfical Files protect your costly investment in originals—photos, artwork, ruled forms, typing. ALL costly preparatory work is SAVED.

SEVEN (7) models available to SAVE and PROTECT your Stencils and Offset Masters. Capacities from 100 to 1400.

PROMPT SHIPMENT FROM STOCK



MIM-E-O STENCIL FILES CO.
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500 Distributors . . . coast to coast to help you solve your stencil or offset filing problem.

For More Information Circle No. 357

erick Bowes Jr., vice president of Pitney-Bowes, one of five firms to win first-place honors and judged outstanding among industries of its size in fostering economic understanding among employees.

Clarkson Vice Presidents

W. M. E. Clarkson

Clarkson Press, Inc., has named a new executive vice president and two new vice presidents, according to Max B. E. Clarkson, president of the Buffalo, N. Y., continuous forms printers. They are William M. E. Clarkson, executive

Bruce C. Sterne

F. McK. Biggar Jr.

vice president; Frank McK. Biggar Jr., vice president in charge of sales; Bruce C. Sterne, vice president in charge of operations. William Clarkson, secretary of the firm since 1952, will continue in that position and assume responsibility for all manufacturing and administrative functions. Mr. Biggar has been Clarkson Press sales manager since 1952. Mr. Sterne joined Clarkson's sales department in 1951 and became administrative assistant to the president in 1954.

Peerless President's Aide

Edgar A. Kniffin, the corporation's secretary and general counsel since 1939, has now joined Peerless Photo Products, Inc., Shoreham, N. Y., on a full-time basis, according to George B. Crouse, Peerless'

president. Beside his previous responsibilities, Mr. Kniffin will also serve as special assistant to the president, studying matters relating to the company's growth and expansion, such as new product lines that might be undertaken.

Mosler-Taylor in Canada

Two century-old companies—one American, the other Canadian—announced formation of a Canadian corporation representing an investment of more than $1 million in Canada. Mosler Safe Co., Hamilton, Ohio, and J & J Taylor, Ltd., Toronto, have joined to form Mosler-Taylor Sales, Ltd., with headquarters in Toronto. The new company has acquired and will operate Dominion Safe & Vault Co., Ltd., Niagara Falls, Ont., which manufactures safes and related security items. In addition to its own line, J & J Taylor will start to produce Mosler products. Details of the arrangements were announced jointly by Edwin H. Mosler Jr. and John West, general manager of Taylor. President of the new firm is Frederick F. Chisholm of Toronto, formerly general manager of Milner Safe Co., Ltd., England.

Olympic champions Hal and Olga Connolly received a Cole Portable Typewriter from the Daily Item, Wakefield, Mass., at a program commemorating the Battles of Lexington and Concord.

I.D.P. Tapes or Punched Cards slide in, slide out faster, easier, from handy *side-opening* Piggy-Back Pockets. Traveling on "mother's" back, they are easily filed, quickly found . . . protected from damage or loss.

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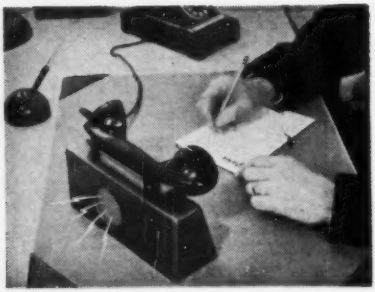

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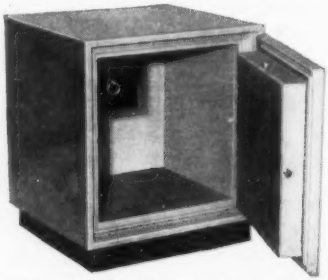

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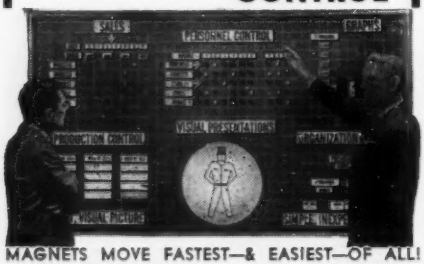

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For More Information Circle No. 286

NIPPO

Old Town Sales Manager

The appointment of Ralph T. Soulby as national sales manager for Old Town Corp. was announced by Lawrence Avanzino, vice president in charge of sales. Prior to his appointment, Mr. Soulby served as sales manager of the national account division, wholesale division and chain and variety store division of Eberhard Faber Pencil Co.

Royal McBee Missouri Plant

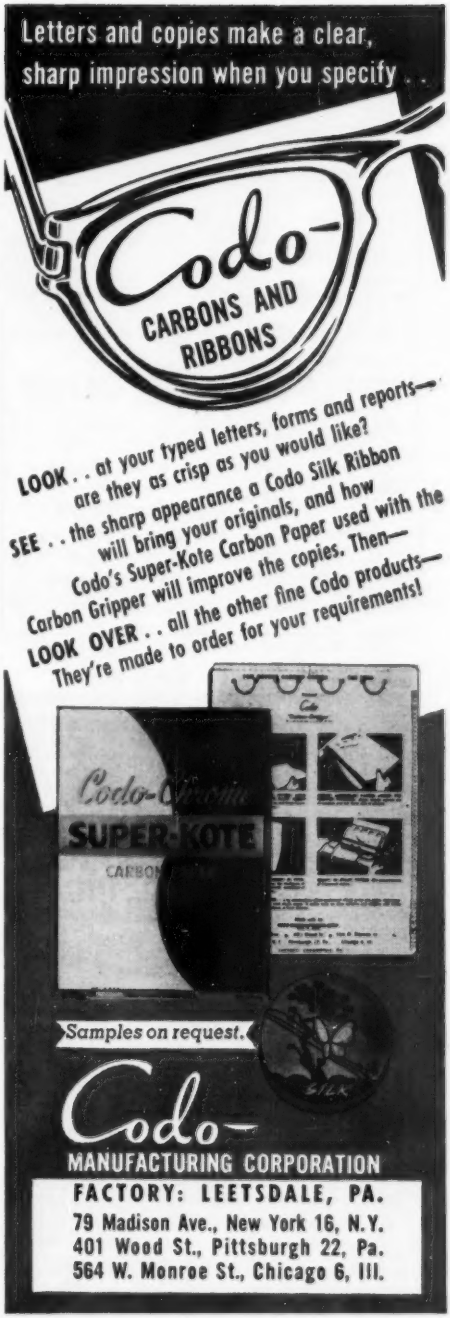
Royal McBee Corp. approved preliminary architects' plans for its new portable typewriter plant in Springfield, Mo., and expects to begin construction this fall, Fortune P. Ryan, executive vice president, announced. Kenneth C. Begg, assistant to the company's vice president for production, Carl McKelvy, was appointed general manager of the Springfield plant which the company expects to provide employment for about 2500 people. The plant will have approximately 300,000 sq. ft. of floorspace for production operations and administrative offices.

Underwood Italian Company

Underwood Corp. announced formation of a new manufacturing company in Italy for the production of office equipment developed by Underwood. Underwood Italiana S.p.A. is jointly owned by Underwood Corp. and Fabrica D'Armi Pietro Beretta, S.p.A. The home office and plant are in Gardone Val Trompia, east of Milan. Carl P. Ray, vice president of Underwood, is president of the new company and Dr. P. G. Beretta is vice president.

Paris Show Bigger Than Ever

The 9th International Office Equipment Salon (SICOB) is scheduled Oct. 10-19 in Paris. One of the top business equipment fairs of the world since its inception in 1950, the SICOB this year moves to larger quarters in the new Palais du Centre National des Industries & Techniques. A record number of nearly 400 exhibitors



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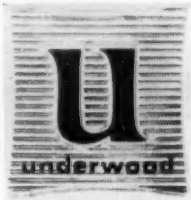
from 18 countries, including America, will demonstrate office equipment of every kind. The exhibit area covers approximately 400,000 sq. ft. For information on exhibit space or attendance write: Max Hermieu, Director, SICOB, 6 Place de Valois, Paris 1, France.

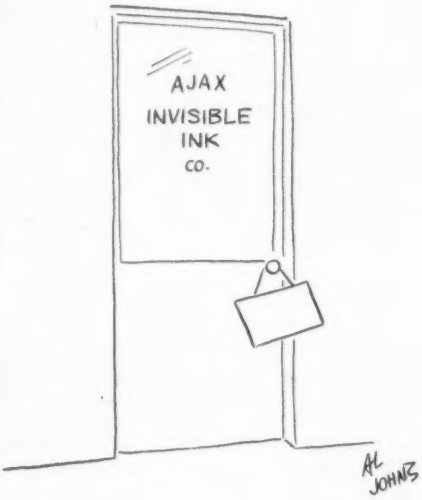
Underwood's New Trade Mark



Underwood Corp. unveiled its new trade mark, a lower case "u" on a concave square. It was created by Raymond Spilman, industrial designer, of New York. The name "underwood" in lower case letters will be used in combination with the symbol. This is Underwood's first completely new trademark in 30 years, and supersedes approximately 30 marks and labels formerly used.

Diebold Flofilm Specialist

Stanley W. Borner was appointed Flofilm procedural application specialist for Connecticut and a section of Massachusetts, by Diebold, Inc.



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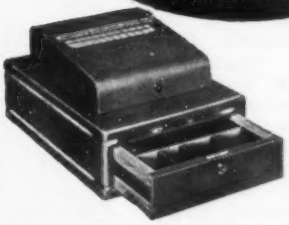

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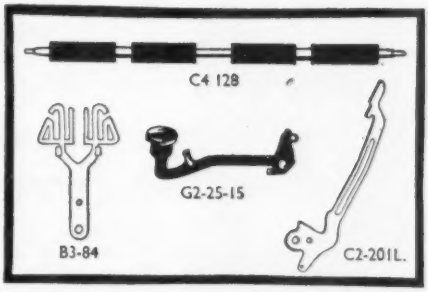

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Curtis-Young Corp. has installed new modern ribbon inking machines in its U. S. Carbon & Ribbon Mfg. Co plant in Philadelphia. Designed and built to Curtis-Young specifications, they represent advanced design based on the offset inking principle. Silk, cotton and nylon ribbons are impregnated with a fixed predetermined amount of ink, applied without pressure or squeezing the fabric. Ribbons manufactured by this process have greater resistance to wear.

Government Sales Manager

Appointment of James D. Donovan as sales manager of U. S. Government sales, for Smith-Corona was announced by Drummond F. Gaines, vice president, marketing. Mr. Donovan, until recently, was general sales manager of Underwood Corp. He will be responsible for sales of Smith-Corona products to all government departments and will be headquartered with his sales staff in the Smith-Corona Building in Washington, D. C.

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National Conference & Exhibit Calendar

Insurance Accounting & Statistical Assn., Sherman Hotel, Chicago, June 2-4.

International Automation Exposition & Congress, Coliseum, New York, June 9-13.

Assn. for Computing Machinery, University of Illinois, Urbana, Ill., June 11-13.

American Institute of Industrial Engineers, Statler Hotel, Los Angeles, June 12-13.

National Machine Accountants Assn., Chalfonte-Haddon Hall, Atlantic City, June 18-20.

National Assn. of Accountants, Conrad Hilton Hotel, Chicago, June 22-26.

National Office Machine Dealers Assn., Schroeder Hotel, Milwaukee, June 29-July 2.

National Society of Public Accountants, Deauville Hotel, Miami Beach, Aug. 18-22.

American Bankers Assn., Chicago, Sept. 21-24.

Life Office Management Assn., Chalfonte-Haddon Hall, Atlantic City, Sept. 22-24.

National Stationery & Office Equipment Assn., Conrad Hilton Hotel, Chicago, Sept. 27-Oct. 1.

National Business Forms Associates, Arlington Hotel, Hot Springs National Park, Ark., Sept. 28-Oct. 2.

National Institute of Governmental Purchasing, Statler Hotel, Boston, Oct. 5-8.

American Institute of Certified Public Accountants, Statler & Cadillac Hotels, Detroit, Oct. 11-16.

Systems & Procedures Assn. of America, Penn-Sheraton Hotel, Pittsburgh, Oct. 13-15.

Controllers Institute of America, Chalfonte-Hadden Hall, Atlantic City, Oct. 19-22.

National Business Show, Coliseum, New York, Oct. 20-24.

National Assn. of Bank Auditors & Controllers, Statler-Hilton Hotel, Dallas, Nov. 3-5.

Federal Government Accountants Assn., Shoreham Hotel, Washington, D.C., Nov. 17-18.

Society of Reproduction Engineers, Chicago, Dec. 14-16.

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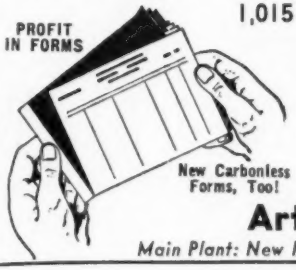

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For More Information Circle No. 404

Semiannual Index to THE OFFICE
Volume 47, January through June, 1958

Accountant's Role in Our Rapidly Changing Economy, The, *Harold W. Scott* . Jan., 91
Accounts Payable Reduces Ledger Postings 99%, Automation of . . . . . Jun., 86
Accounts Payable, How Boeing Processes a Million Dollars Daily in . . . . . Apr., 9
Address Coding for Integrated Mail Handling, *Daniel L. Grant* . . . . . Jun., 74
Appraising Your Office, 20 Factors for, *Eugene J. Benge* . . . . . Feb., 8
Automation, The Requirements for Really Economical Office, *Leilyn M. Cox* . Jan., 122
Bankers, Education of Personnel is Producing Better, *Joseph C. Welman* . . . . . Jan., 77
Banks, A Systems Research Program to Benefit All, *Steve H. Bomar* . . . . . Jan., 115
Bookkeeping Is Done by Machine, All KOA-TV's . . . . . May, 70
Bookkeeping System, A Mechanized Fuel Oil, *Richard H. Weigel* . . . . . Feb., 95
Brainstormers Evaluate Their Ideas, Make Your, *Elmer L. Winter* . . . . . Feb., 124
Branch Sales Office Service, A . . . . . May, 33
Budgeting Is the Keystone of Management Planning, *Charles H. Eckelkamp* . Jan., 112
Carbonization Selectively Transfers Data to Parts on a Forms Set, Spot,
Herbert Kaufman . . . . . Mar., 86
Certified Public Accountants? What Sort of People Are, *Alvin R. Jennings* . . Jan., 83
Check Reconcilement Methods, Modernizing, *John D. Otis* . . . . . May, 150
Checks Are Safer Than Cash—But How Safe Is Your Check?
Marcy F. Roderick . . . . . May, 73
Computer Applications, An Iron Foundry's, *Daniel C. Lewis* . . . . . Mar., 96
Computer Management Courses . . . . . Mar., 138
Computer Programmers Must Turn Theory Into Reality, *John W. Carr III* . . Jan., 109
Computers Bring New Concepts to Corporate Management, *F. Walton Wanner* Jan., 75
Conference Pay Dividends, Make That Next National, *George C. Boddiger* . . May, 89
Copying Costs and Reduce Deadline Pressure, Magazines Cut . . . . . May, 234
Countries, Working Conditions of White-Collar Workers in Other,
Anna-Stina Ericson . . . . . Mar., 80
Department Stores Seek Full Automation of Clerical Work, *Walden P. Hobbs* . Jan., 116
East-North: A Universal Address Coding System . . . . . Jun., 65
Eating Place, Planning the Office, *Kenneth H. Ripnen* . . . . . Mar., 110
Electronic Computers Strait-Jacket Your Business, Don't Let, *Peter McDonald* Jan., 88
Employee, Handling the Problem, B. W. Elsom . . . . . Apr., 110
Employee Relations, Right or Wrong in
Feb., 131; Mar., 147; Apr., 113; May, 125; Jun., 131
English Office Work, An American Systems Engineer Looks at,
Paul B. Mulligan . . . . . Mar., 8
Errors, How to Correct Work, B. W. Elsom . . . . . Mar., 137
Executive and His Associates, A Modern Setting for the . . . . . May, 142
Fatigue, Start Slowly in Morning to Reduce Afternoon, *Alfred Kranz* . . . . . Feb., 80
Fear, How to Protect Your Workers From, *B. W. Elsom* . . . . . May, 69
Featherbedding at the Management Level, The Threat of,
Henry B. McNaughton . . . . . Jan., 86
File Dept. Is Both Attractive and Efficient, This Centralized, *Albert S. Keshen* Mar., 75
Filing Can Be Fun—When You Know How, *Isabelle Ainge* . . . . . Apr., 130
Financial Trends Which Will Affect Business in 1958, *J. Allen Walker* . . . . . Jan., 79
Form Does a Lot of Work for a Smaller Manufacturer, One Good,
Walter J. Hoffberg . . . . . Apr., 82
Forms in an Automated System, The Importance of, *R. S. Daugherty* . . . . . Jan., 125
Forms Set Has Display Numbers for Carton, Shipping . . . . . Feb., 122
Forum, 1958 Annual Office Management . . . . . Jan., 8; Feb., 114; Mar., 218
Fuel Oil Bookkeeping System, A Mechanized, *Richard H. Weigel* . . . . . Feb., 95
Grammar as an Aid to Clarity in Business Writing, *C. I. Keelan* . . . . . Feb., 82
Great Britain's Offices, Automation Is Advancing in, *Maj. C. V. Wattenbach* . Jan., 131
Great Britain's Offices, Men Are Returning to Work In, *Harry Ward* . . . . . Jan., 146

Hospital Office Procedures Are Neglected by Systems Experts, *Harold E. Springer* ..... Jan., 163
Incentive Pay System, Typing Is Done Faster, More Accurately and at Lower Cost With, *Charles A. Uttley* ..... Jun., 76
Internal Audit Control, Management Progresses in Its Use of, *William R. Davies* ..... Jan., 98
Inventory System, Mail-Order Jeweler's, *Lester E. Collins* ..... Apr., 203
Leaders of Tomorrow, Now Is the Time to Train the Business, *Bert M. Walter* ..... Jan., 90
Long-Range Planning: A Management Technique, *Carl Freedman* ..... Feb., 67
Long-Range Plans Would Reduce Office Costs, One Way That, *Milo O. Kirkpatrick* ..... Jan., 167
Machine Accountants, Electronic Era Requires More Trained, *W. L. Daniel* ..... Jan., 153
Machine Accountants Plan Biggest Conference June 18-20 in Atlantic City ..... Jun., 117
Machine Accounting Paces Growth in Sports Goods Firm, *Alvin Dasen* ..... Jun., 107
Machines Raise Humans Above the Flow of Papers, Office, *L. H. La Motte* ..... Jan., 73
Mail, Electronic Machines That Handle British, *John Grindrod* ..... Jun., 72
Mail-Order Jeweler's Inventory System, *Lester E. Collins* ..... Apr., 203
Management Is Just as Important as Science and Math, Good, *Dorothy L. Travis* ..... Jan., 164
Manual, How the Navy Uses the Cookbook Technique for an Office Procedures, *William Pink* ..... May, 4
Microfilm Applications, Many Are Still Unaware of New, *Wynn D. Crew* ..... Jan., 160
Navy Uses the Cookbook Technique for an Office Procedures Manual *William Pink* ..... May, 4
NOFA Convention and Exhibit in Philadelphia ..... Mar., 117
NOMA Conference in Chicago, May 26-28, 39th ..... May, 80
NOMDA Convention Opens in Milwaukee June 29, Annual ..... Jun., 121
Office Management Faces Its Biggest Problems in 1958, *Frank G. MacIlroy* ..... Jan., 81
Open-Door Policy, The, *Herman Limberg* ..... Apr., 11
Order-Invoice System, No Repetitive Writing in This, *Joe J. Gibeault* ..... Apr., 116
Personnel Policy in an Advertising Agency, The Individual, Not the Group, is Key to Successful, *Ray Rasner* ..... May, 114
Photocopier, Legal Title Searching Is Easier With a Portable ..... Mar., 121
Plants for Offices and How to Care for Them, Ten Hardy ..... Mar., 82
Post Binder, A Dog, a Boy and a ..... May, 267
Preretirement Counseling Program for Smaller Offices, A, *Maurice F. Ronayne* ..... Jun., 18
Prestige of the Office, New Techniques Are Raising the, *Lord Lyle of Westbourne* ..... Jan., 144
Printing Press, An Office Systems ..... Feb., 200
Procedure, The One-Man, *Leslie H. Matthies* ..... Jun., 6
Punched Card Equipment, How to Choose Your First, *Robert S. Moors* ..... May, 22
Punched Card Installation, How to Staff a, *Robert S. Moors* ..... Apr., 76
Qualifications of the Office Manager of Tomorrow, The, *Antonio Rainville* ..... Jan., 150
Railway Systems Association, Procedures Being Improved by, *T. F. Schaekel* ..... Jan., 102
Records, Both Past and Future, A Good Time to Consider, *Robert E. Shillady* ..... Jan., 106
Records Executive, The Functional Responsibility of the, *Beatrice G. Roach* ..... Jan., 140
Records in Binders, Aircraft Parts Manufacturer Stores, *George T. Dyer* ..... Feb., 6
Records Management Program, The Three "Cs" of a Good, *C. H. Wissmann* ..... Jan., 134
Records Management, TVA's 25 Years of, *Ben F. Gregory* ..... May, 132
Reports, A Method of Analyzing, *Edmond W. McNamara* ..... Mar., 128
Reports, Lightening the Executive's Burden of, *Robert W. McGeary* ..... Apr., 71
Research, A Common Communication Method for Scientific ..... Feb., 12
RR's Large Volume of Paperwork, The Integrated Processing of, *Frank E. Martin* ..... Jan., 94
Southern California's 11th Annual Business Show ..... Feb., 79
Spot Carbonization Selectively Transfers Data to Parts of a Forms Set, *Herbert Kaufman* ..... Mar., 86
Standards for Jobs That Require Mental Decisions, Setting, *Arthur E. Fain* ..... Apr., 94
State Controller's Office Is Similar to Big Business, *J. Millard Tawes* ..... Jan., 85

Storage Space, Rolling Units Can Increase Your Available, *Bernard Pomerantz* Apr., 124
Super-Secretary, Nothing in Automation Will Replace The, *Clare H. Jennings* Jan., 157
Systems Experience-Plus, Under 30 and With, *Thomas G. Horti* Feb., 21
Systems, The Vertical Approach to Improved, *Norman J. Ream* Mar., 27
Tabulator Runs, Use the Principle of Casting Out Nines to Avoid Double, *John F. Benson* May, 78
Travel Wholesaler, How Office Machines Free Valuable Manpower for the, *Helge W. Leeuwenburgh* Jun., 8
Truants, Dealing With Office, *Frank M. Kleiler* May, 106
TVA's 25 Years of Records Management, *Ben F. Gregory* May, 132; Jun., 204
Union Drive, A Report on Office, *Sidney Shepherd* Jun., 90
U. S. Savings Bonds, A Machine Procedure for Issuing, *Perry L. Stauffer* May, 99
Watercooler, An Off-the-Floor Jun., 129
White to Blue-Collar Workers in Manufacturing, Ratio of Feb., 106
Witless, Ten Rules for The, *A. A. Archbold* May, 104
Women, Working Life Patterns of, *Stuart H. Garfinkle* Apr., 14
Working Conditions of White-Collar Workers in Other Countries, *Anna-Stina Ericson* Mar., 80

Index to New Products in THE OFFICE January through June, 1958

ACCOUNTING BOARDS
C. E. Sheppard Co. May, 214
Todd Co. Jan., 200

ACCOUNTING MACHINES
Monroe Calculating Machine Co. Mar., 184

ADDING MACHINES
Addo-x, Inc. Jun., 142
R. C. Allen Business Machines, Inc. Feb., 140
General-Gilbert Corp. Apr., 149
Golemon Mfg. Co. Jan., 184
Monroe Calculating Machine Co. Jun., 139
Regna Cash Registers, Inc. Mar., 157
Smith-Corona, Inc. Apr., 153
Typesales-Brunsviga Corp. May, 180
Underwood Corp. Mar., 155

ADDRESSING EQUIPMENT
Addressing Machine Co. of Calif. Jan., 183
Master Addresser Co. Jun., 179
Scriptomatic, Inc. Mar., 156

AIR CONDITIONING
Kelvinator Div., American Motors Corp. Apr., 162
Whitehall Engineering Co. May, 190

BALLPENS & REFILLS
All-Rite Pen, Inc. Apr., 174
Autopoint Co. Apr., 162
Richard Best Pencil Co. Feb., 154
Fisher Pen Co. Jan., 186; Mar., 161; Apr., 194; May, 190
Lindy Pen Co. Jun., 189
Bert M. Morris Co. Jun., 184
W. A. Sheaffer Pen Co. Feb., 184

BLUEPRINT FILES
Momar Industries Jan., 197
Stacor Equipment Co. Jan., 204

BOOKCASES
Interstate Metal Products Co. Apr., 167

BOOK RACKS
Catskill Craftsmen, Inc. Mar., 164
Stempel Mfg. Co. Jan., 186

BOX CRUSHERS
Balemaster Div., East Chicago Machine Tool Corp. Apr., 148

BRIEFCASES
Olympic Luggage Corp. Apr., 151
Stebco Jan., 184; Feb., 180

BRIEF COVERS
Smead Mfg. Co. Jan., 194

BURGLAR ALARMS
Mosler Safe Co. Feb., 186
Gulton Industries, Inc. Apr., 168

CALCULATORS
Bohn Duplicator Corp. Mar., 189
Calculator Equipment Corp. Feb., 166
Victor Adding Machine Co. Apr., 146

CARBON COPY SETS
Brownville Paper Co. Apr., 154
Gowdy Office Materials Co. Feb., 174
Rogersnap Business Forms Apr., 152

CARBON PAPER
Codo Mfg. Corp. Apr., 150
Peerless Imperial Co. Mar., 198

CARPET SWEEPER
E. R. Wagner Mfg. Co. Apr., 164

CASH REGISTERS
National Cash Register Co. May, 186
Regna Cash Registers, Inc. Feb., 144

CHAIRS
Badger, Inc. Feb., 145
Cramer Posture Chair Co. May, 173
Howell Co. Jun., 168
Milwaukee Metal Furniture Co. Feb., 147
Shwayder Bros. Apr., 147
Wells Chair Co. Jan., 208

CHECK PERSONALIZING MACHINE
Vari-Typer Corp. May, 200

COLLATORS
Ampto, Inc. ....May, 216
Collamatic Corp. ....Mar., 160; May, 200
Macey Co. ....Jan., 178
J. Curry Mendes Corp. ....Feb., 168; May, 224
Thomas Collators, Inc. ....Apr., 151; Jun., 161

CONTROL BOARDS
Conley, Baltzer & Steward ....Jun., 172
Methods Research Corp. ....Feb., 158
Planoramics ....Jun., 156

CONVEYORS
Mercury Industries, Inc. ....Feb., 143

COPYHOLDERS, LINE GUIDES
Curtis-Young Corp. ....Mar., 167
Kee Lox Mfg. Co. ....Feb., 147

COPYING MACHINES
(Also see Photocopy Machines)
Minnesota Mining & Mfg. Co. ..Apr., 150; Jun., 142

DATA PROCESSING EQUIPMENT, AUTOMATIC
Control Data Corp. ....Mar., 190
Cummins Chicago Corp. ....Feb., 151
Epsco, Inc. ....Feb., 186
Friden, Inc. ....Feb., 141; Apr., 170
International Business Machines Corp. ....Feb., 138
National Cash Register Co. ....Mar., 159
Potter Instrument Co. ....Feb., 152
Prestoseal Mfg. Corp. ....May, 202
Shaw-Walker Co. ....Jan., 179; May, 171; Jun., 143
Victor Adding Machine Co. ....Jun., 175

DESK ACCESSORIES
Concord Stamp & Engraving ....Apr., 181
Doolittle & Co. ....Jun., 184
Otto Gruenhut Pen Co. ....May, 218
Evans Specialty Co. ....Mar., 157
Bert M. Morris Co. ....Jun., 184
Stempel Mfg. Co. ....Apr., 188

DESK MOVER
Geerpres Wringer, Inc. ....Feb., 157

DESKS
Bentson Mfg. Co. ....Mar., 164
Cole Steel Equipment Co. ....Apr., 151; Jun., 189
Eisen Bros. ....Apr., 153
General Fireproofing Co. ....Jun., 188
Haskell of Pittsburgh ....Jan., 180; Mar., 168
Herman Miller Furniture Co. ....Apr., 185
Imperial Desk Co. ....Apr., 155
LeFebure Corp. ....May, 188
Shaw-Walker ....Jan., 179; Jun., 143

DESK TOP CLEANER
Irval Associates ....Apr., 192

DIAZO EQUIPMENT, SUPPLIES
American Writing Paper Corp. ....Apr., 148
Charles Bruning Co. ....Apr., 153
Keuffel & Esser Co. ....Mar., 193

DICTATING MACHINES
DeJur Amsco Corp. ....Feb., 176
Dictaphone Corp. ....Jan., 177; May, 166
GBC America Corp. ....May, 178
Gray Mfg. Co. ....Apr., 146
North American Philips Co. ....Jun., 138

DRAFTING & DRAWING EQUIPMENT
Acrolite Products, Inc. ....Jun., 190
Alvin & Co. ....Jan., 213; Mar., 203; Jun., 171
Benard Sales Co. ....Mar., 164
General Fireproofing Co. ....Jun., 188
Joseph Dixon Crucible Co. ....Jan., 192
Griffin Mfg. Co. ....Apr., 181
Monsen Typographers, Inc. ....Jun., 141
Chart-Pak, Inc. ....Jun., 164
Ozalid Div., General Aniline & Film Corp..Feb., 165

DUPLICATING ACCESSORIES & SUPPLIES
(Other than Offset)
G. J. Aigner Co. ....Feb., 144
Columbia Ribbon & Carbon Mfg. Co. ....Apr., 149
Frankel Mfg. Co. ....Mar., 170

DUPLICATORS, SPIRIT
Ditto, Inc. ....May, 167
Fordigraph Corp. of America ....Jun., 158
Paraplegics Mfg. Co. ....Apr., 160
Rose Ribbon & Carbon Mfg. Co. ....Mar., 160
Royal McBee Corp. ....Feb., 146
Standard Duplicating Machines Corp. ....Feb., 145

DUPLICATORS, STENCIL
American Office Equipment Co. ....May, 172
Milo Harding Co. ....Apr., 159

ELECTRIC OUTLET STRIPS
BullDog Electric Products Co. ....Jan., 207

ENVELOPE PRINTING PRESS
Southworth Machine Co. ....Jun., 142

EXPENSE RECORD SYSTEMS
H. & R. Block, Inc. ....Mar., 206
J. W. Decker Co. ....Mar., 210
Dome Publishing Co. ....Mar., 198
Melton Publishing Co. ....Jun., 171
Philip Hano Co. ....Feb., 182
Shelby Salesbook Co. ....Apr., 190
Standard Register Co. ....Apr., 156
Systomatic Business Forms, Inc. ....Apr., 172
Traveletter Corp. ....Mar., 157
Wilson Jones Co. ....Apr., 174.

ERASERS
Weldon Roberts Rubber Co. ....Jun., 144

FILE BINDING MACHINE
Royal-McBee Corp. ....May, 222

FILES
Acme Visible Records, Inc. ....Mar., 155
Bankers Box Co. ....Mar., 167
Diebold, Inc. ....Jan., 181
Herring-Hall-Marvin Safe Co. ....Jun., 167
Marnay Sales Division ....May, 212
Midwestern Mfg. Corp. ....Apr., 178
Peerless Steel Equipment Co. ....Feb., 146
Record Files, Inc. ....Feb., 148
Revo-File Div., Mosler Safe Co. ....Jan., 176

FILING SUPPLIES
Acco Products ....Jan., 185
Cel-U-Dex Corp. ....Jan., 198
Smead Mfg. Co. ....Feb., 172

FIRE EXTINGUISHER
American LaFrance ....Jan., 188

FOLDING MACHINES
Macey Co. ....Mar., 155
Martin Yale, Inc. ....Apr., 154

FORMS
(Also see Expense Record Systems)
American Lithofold Corp. ....Mar., 159
Baltimore Business Forms Co. ....Mar., 192
Carteret Printing Co. ....Mar., 161
Continuous Forms, Inc. ....Jun., 187
Cromwell Ritary Forms, Inc. ....Jan., 213
Forms, Inc. ....Jun., 150

Philip Hano Co. ....Jan., 185
Impact! Inc. ....Apr., 178

FORMS CARRIERS
Uarco, Inc. ....Feb., 184

FORMS REGISTERS
Standard Register Co. ....Jun., 164

GLASS DESK TOPS
Dearborn Glass Co. ....May, 172

GLUE
W. J. Ruscoe Co. ....Jun., 149
UHU Products Corp. ....Feb., 158

GUMMED PAPERS
Nashua Corp. ....Jun., 139

HEAT SEALERS
Sealine Mfg. Corp. ....Apr., 154

HUMIDIFIER
Safeguard Corp. ....Mar., 170

INTERCOM EQUIPMENT
David Bogen Co. ....Jun., 144
DuKane Corp. ....May, 168
Reeves Equipment Corp. ....May, 170

LAMPS & LIGHTING
Electric Storage Battery Co. ....Jan., 198
Silvray Lighting, Inc. ....May, 170
Swing-O-Lite, Inc. ....Apr., 195
Wakefield Co. ....May, 221

LAYOUT TEMPLETS
Repro-Templets, Inc. ....Jan., 191

LEATHER PROTECTOR
Arnold Leather Products Co. ....Feb., 154

LECTERNS
American Communications Corp. ....Apr., 168
Oravisual Co. ....Jan., 185

LETTERHEAD PAPERS
Fox River Paper Corp. ....Jun., 144

LETTER OPENERS
Martin Yale Inc. ....Feb., 144
Speed-O-Print Corp. ....May, 173

LIST FINDERS
Autopoint Co. ....Apr., 196

LOCKERS
Southland Metals Corp. ....Mar., 210

MACHINE PRODUCTION RECORDER
Moses Electronics Co. ....Feb., 149

MAILING MACHINES
Office Dynamics Corp. ....May, 174

MARKING EQUIPMENT
Faymus Div., Bankers & Merchants Inc. ....Jan., 210
Force Western Inc. ....Jun., 182
Pryor Marking Products ....Mar., 195

MICROFILM EQUIPMENT
Documat, Inc. ....Jan., 176
Houston Fearless Corp. ....Jun., 139
Microline Products Group, General Aniline & Film ....Jan., 179; Mar., 162
Recordak Corp. ....Mar., 154
Remington Rand ....Mar., 186

MOISTENERS
Sterling Plastics Co. ....Jan., 210

OFFSET ACCESSORIES & SUPPLIES
Bar-Plate Mfg. Co. ....Apr., 182
Haloid Xerox, Inc. ....May, 205
Kenro Graphics, Inc. ....Jan., 180
Litho Engineering & Research ....Mar., 200
Miller-Trojan Co. ....Jun., 150
NuArc Co. ....Jan., 183; Apr., 152
Photostat Corp. ....Apr., 147, Jun., 176
Photorapid of America, Inc. ....May, 174
Polychrome Corp. ....Jan., 186
Robertson Photo-Mechanix, Inc. ....Apr., 162; May, 208
Roll-O-Graphic Corp. ....Mar., 172, 196
Townsend Industries ....May, 169
Van Son Holland Ink Corp. of America ....Apr., 156

OFFSET DULICATORS
Photostat Corp. ....Jan., 184

PAPER CUTTERS
Michael Lith Sales Corp. ....May, 173

PAPER DESTROYERS
Silent Glow Oil Burner Corp. ....Mar., 168

PAPER PUNCHES, PERFORATORS
Heller Roberts Mfg. Corp. ....Mar., 160
Metal Specialties Mfg. Co. ....Mar., 174
F. P. Rosback Co. ....May, 206

PAPER STOCK TRUCKS
Foster Mfg. Co. ....Mar., 176

PARTITIONS
Curtis Office Partition Co. ....May, 185
Ferrometal Partitions Div., Milwaukee Stamping Co. ....Feb., 140

PAYROLL SYSTEMS
Lybeck Business Systems ....Jan., 218
C. E. Sheppard Co. ....May, 214

PAYROLL TAX COMPUTER
Melcar Office & Business Equipment ....Apr., 155

PHOTOCOPY ACCESSORIES, SUPPLIES
Ampto, Inc. ....Feb., 160; Mar., 174
B. B. M. Mfg. Corp. ....Jan., 202
Copease Corp. ....Jan., 179
Gevaert Co. of America ....Jun., 146
Haskell, Inc. ....Jan., 180
Hunter Photo-Copyist, Inc. ....Feb., 145; Apr., 160
F. G. Ludwig, Inc. ....May, 197
Marnay Sales Div. ....Jun., 153
Mimeo Stencil Files Co. ....Jan., 214
Peerless Photo Products Inc. ....Mar., 170; Apr., 149; Jun., 161

PHOTOCOPY MACHINES
(Also see Copying Machines)
American Photocopy Equipment Co. ....Jun., 140
Copease Corp. ....May 171
Cormac Photocopy Corp. ....May, 193
Eastman Kodak Co. ....Feb., 138
Formfoto Mfg. Co. ....Feb., 179
Hunter Photo-Copyist, Inc. ....Mar., 178
Kenro Graphics, Inc. ....Mar., 158
Kwik Kopy Co. ....Feb., 147
F. G. Ludwig, Inc. ....Jan., 182
Nord Mfg. Corp. ....Feb., 170
Photorapid of America, Inc. ....Mar., 156
Rovico, Inc. ....Jun., 149

PHOTO SLIDE
H. E. Geist Co. ....Jun., 180

POSTING EQUIPMENT
LeFebure Corp. ....May, 188

PROOF DRYER
Challenge Machinery Co. ..... Jun., 155

PUNCHED CARD EQUIPMENT
(Also see Data Processing)
Connecticut Tab Card Bindery, Inc. ..... Feb., 179
Forms, Inc. ..... Jun., 150
International Business Machines Corp. ..... Apr., 177
Mac Panel Co. ..... Jun., 138
Royal McBee Corp. ..... Mar., 158
Recordak Corp. ..... Feb., 142
Standard Register Co. ..... Feb., 141
Tab Products Co. ...Mar., 161; Apr., 147; Jun., 149
Visirecord, Inc. ..... May, 169

RIBBON INKING MACHINE
F. Simonye ..... Mar., 206

RIBBONS (INKED)
Carter's Ink Co. ..... Jan., 207
F. S. Webster Co. ..... Jun., 156

RULING MACHINE FOR FORMS
Wright Line ..... May, 211

SADDLE STITCHER
Macey Co. ..... Mar., 155

SAFES
John D. Brush & Co. ..... May, 198
Diebold, Inc. ..... Mar., 162
Herring-Hall-Marvin Safe Co. ..... Jun., 167
Midwestern Mfg. Corp. ..... Apr., 178; May, 216
Mosler Safe Co. ..... Mar., 178
Schwab Safe Co. ..... Apr., 186

SEWER CLEANING UNITS
Miller Sewer Rod Co. ..... Feb., 170

SIGNMAKER
Pryor Marking Products ..... Jan., 192

SOUND CONTROL
Gates Acoustinet Co. ..... May, 168

STAIR TREADS
American Mat Corp. ..... May, 218

STAPLERS
Markwell Mfg. Co. ..... May, 182
Staplex Co. ..... Jan., 181; Feb., 143

SHELVING (WOOD)
Swain & Myers, Inc. ..... Jun., 146

STATIC ELIMINATOR
Dillon-Ford & Co. ..... Jun., 143

STORAGE LAYOUT SERVICE
Mobile Storage Div., Dolin Metal Products Jan., 184

TABULATING EQUIPMENT (See Punched Card)

TAPE SEALING MACHINE
Seal-O-Matic Dispenser Corp. ..... Mar., 208

TABLES
Howell Co. ..... Jun., 168
Tiffany Stand Co. ..... Feb., 139

TELEPHONE INDEXES
Dial Direct Dex ..... Mar., 200
Elbe File & Binder Co. ..... Jan., 202

TELEPHONE LOCKS
Cel-U-Dex Corp. ..... Mar., 172

TIME STAMPS, NUMBERERS, DATERS
Lathem Time Recorder Co. ..... Jan., 178

TIMER, REMINDER
James Clock Mfg. Co. ..... Jan., 183

TYPE COMPOSING MACHINES
American Type Founders Co. ..... Jun., 140

TYPEWRITERS, AUTOMATIC
American Automatic Typewriter Co.
May, 206; Jun., 187
Royal McBee Corp. ..... Mar., 154

TYPEWRITERS, ELECTRIC
Underwood Corp. ..... May, 166

TYPEWRITERS, PORTABLE
Cole Steel Office Machines, Inc. ..... May, 194

TYPEWRITERS, STANDARD
Facit, Inc. ..... Jan., 177
Olivetti Corp. of America ..... May, 171
Smith-Corona ..... May, 167

TYPEWRITER STANDS
Tiffany Stand Co. ..... Apr., 152

TYPEWRITER TEST PROJECTOR
Wilhelm Dreusicke & Co., KG ..... Jan., 216

TYPEWRITER TYPE CLEANERS
Bud Type Cleaner Co. ..... Mar., 161
Camie Co. ..... Apr., 188

TYPING SCALES
Stenographic Centering Scales ..... Jun., 180

VISUAL AID EQUIPMENT
Oravisual Co. ..... Jun., 163
Arlington Aluminum Co. ..... Mar., 183
Son-Nel Products Co. ..... Mar., 212
Stempel Mfg. Co. ..... Mar., 196

WALL COVERINGS
Curtiss-Wright Corp. ..... Mar., 171
Plextone Corp. of America ..... May, 177

WATERCOOLERS, DRINK DISPENSERS
Cordley & Mayes ..... Mar., 204
Ebco Mfg. Co., ... Jan., 182; Feb., 139
Glascock Bros. Mfg. Co. ..... Feb., 162
Lilly-Tulip Cup Corp. ..... Feb., 183
Sunroc Corp. ..... Mar., 180
Temprite Products Corp. ..... Jun., 141

XEROGRAPHIC EQUIPMENT
Haloid Xerox, Inc. ..... May, 205
Kenro Graphics, Inc. ..... Jan., 180
Robertson Photo-Mechanix, Inc. ..... Apr., 162

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ADVERTISERS

Acco Products 38
Acme Visible Records, Inc. 173
Addo-X, Inc. 136, 137
Allen Business Machines, Inc., R. C. 42
American Automatic Typewriter Co. 46
American Lithofold Corp. 217
American Numbering Machine Co. 205
American Press 207
American Stencil Mfg. Co. 87
American Writing Paper Corp. 161
Ames Supply Co. 220
Aptitests 204
Associated Industrial Designers 187
Atlas Stencil Files Corp. 188

Bathrick-Collins, Inc. 21
Bell & Howell Phillipsburg 19
Bergstrom Paper Co. 22
Bevco-Precision Mfg. Co. 162
Bohn Duplicator Corp. 147
Bruning Co., Charles 1
Bud Type Cleaner Co. 153
Bunn Co., B. H. 193
Burroughs Corp. 85
Business Electronics, Inc. 204

Can-Pro Corp. 217
Carteret Printing Co. 197
Carter's Ink Co. 172
Cashere Corp. 206
Chesley Industries 197
Clarkson Press 126
Codo Mfg. Corp. 219
Cole Steel Equipment Co. 40
Cole Steel Office Machines, Inc. 124
Collamatic Corp. 35
Columbia Ribbon & Carbon Mfg. Co. 36
Comptometer Corp. 41
Control Systems, Inc. 186
Copease Corp. 145
Copy-Craft, Inc. (Ormig) 27
Copy-Craft, Inc. (Photocopier) 210
Cormac Photocopy Corp. 23
Cotterman, I. D. 196
Cromwell Printery, Inc. 206
Cross Co., A. T. 34
Curtis-Young Corp. 44
Curtis-Young Corp. (Copyholders) 184

Davidson Corp. 169
Dearborn Glass Co. 43
Delta Products Division, Air Accessories, Inc. 198
DeLuxe Metal Furniture Co. 175
Dennison Mfg. Co. 62
Dewberry Engraving Co. 220
Dick Co., A. B. 5
Dictaphone Corp. 24
Diebold, Inc. (Flo-Film) 185
Diebold, Inc. (Rotary Files) 39
Diehl Rechenmaschinenfabrik 61
Dillon-Ford & Co. 14
Ditto, Inc. ..... Inner Back Cover

Eastern Corp. 93
Eastman Kodak Co. (Recordak Corp.) 31
Eastman Kodak Co. (Verifax) 155
English Numbering Machines, Ltd. 222

Electro-Stylus 196
Eraser Co. 199
Eureka Specialty Printing Co. 174
Ever Ready Calendar Mfg. Co. 130

Faber-Castell Pencil Co., A. W. 171
Facit, Inc. (Facit Calculators) 83
Facit, Inc. (Odhner Adding Machines) 95
Fisher Research Laboratory, Inc. 218
Fletcher Paper Co. 15
Force & Co., Wm. A. 189
Forms, Inc. 118
Friden, Inc. 178

Gates Acoustinet Co. 18
Gavrin Press, Inc., Arthur J. 223
General Fireproofing Co. 98
Gilbert Paper Co. 115
Graff Co., George B. 190
Graphic Systems 184
Griffin Mfg. Co. 199
Groveton Paper Co. 133

Hall-Welter Co. 218
Haloid Xerox, Inc. 202
Hamilton Paper Co. 151
Harding Co., Milo 33
Heller Roberts Mfg. Corp. 195
Hush-A-Phone Corp. 206

Indiana Cash Drawer Co. 221
Industrial Shredder & Cutter Co. 231
Inter-Continental Trading Corp. 120
International Business Forms, Inc. 198
Interstate Metal Products Co. 196

Jones Box Corp., Jesse 229

Kenro Graphics, Inc. 101
King Sales & Engineering 155
Kohlhaas Co. 207
Krengel Mfg. Co. 192

Lagomarsino-FAI 213
Lansdale Products Corp. 179
Lassco Products, Inc. 163
Lee Products Co. 168
Letterex Corp. 215

Manpower, Inc. 111
Marchant Calculators, Inc. 191
Methods Research Corp. 218
Micropoint, Inc. 166
Midwestern Mfg. Corp. 218
Millers Falls Paper Co. ..... Facing 128, 129
Milwaukee Metal Furniture Co. 167
Milwaukee Stamping Co. 179
Mim-E-O Stencil Files Co. 216
Minnesota Mining & Mfg. Co. (Cello-Long) 152
Minnesota Mining & Mfg. Co. (Microfilm Reader-Printer) ..... Facing 96, 97
Minnesota Mining & Mfg. Co. (Offset-Plates) 9
Minnesota Mining & Mfg. Co. (Permanent Mending Tape) 32
Minnesota Mining & Mfg. Co. (Thermo-Fax) 165
Monroe Calculating Machine Co. 11
Moore Business Forms, Inc. 135
Moore, Inc., P. O. 205

National Cash Register Co. 37
National Manifolding Co. 192
Nebraska Salesbook Co. 194
Nippo Machine Industry Co., Ltd. 220
Nord Mfg. Corp. 122
North American Philips Co. 159
Nu-Arc Co. 58

Olivetti Corp. of America 160
Oravisual Co. 199
Outlook Envelope Co. 221
Ozalid Div., General Aniline & Film Corp. . 112, 113

Palson Mfg. Co. 206
Paterson Parchment Paper Co. 156
Peerless Photo Products, Inc. 105
Photorapid of America, Inc. 55
Photostat Corp. 12
Pioneer Toledo Corp. 215
Pitney-Bowes, Inc. (Folding Machine) 177
Pitney-Bowes, Inc. (Mail Inserter) 102, 103
Pitney-Bowes, Inc. (Mail Opener) 28
Pitney-Bowes, Inc. (Tickometer) 157
Plain-Vu, Carr, Corp. 182
Planoramics (Layout Kit) 34
Planoramics (Plan-O-Board) 21
Plastic Binding Corp. 91
Plus Computing Machines Division 186
Precision Mfg. Co. 162
Print-O-Matic Co. 196
Pronto File Corp. 176

Rite-Line Corp. 221
Recordak Corp. 31
Regna Cash Registers, Inc. 57
Roberts Rubber Co., Weldon 30
Robertson Photo-Mechanix, Inc. 89
Rogersnap Business Forms 20
Rol-Away Truck Mfg. Co. 26
Rol-Dex Division 183
Roll-O-Graphic Corp. 214
Royal McBee Corp. (McBee Division) 63
Royal McBee Corp. (Royal Typewriters) Outer Back Cover

SADA S.p.A. Duplicatori ed Affini 59
Saunders Mfg. Co. 220
Schweitzer, Inc., Peter J. 56
Scriptomatic, Inc. 80, 81
Shaw-Walker Co. 201
Shredmaster Corp. 106
Smead Mfg. Co. 214
Smith-Corona, Inc. ..... Inner Front Cover
Standard Instrument Corp. 182
Standard Register Co. 170
Staplex Co. 25
Stevenson & Smith, Inc. 148
Stolper Steel Products Corp. 180
Storms Co., H. M. 204
Swift Business Machines Corp. 209

Tab Products Co. 116
Teletype Corp. 29
Thomas Collators, Inc. 127
Tiffany Stand Co. 60
Toledo Metal Furniture Co. 158
Traveletter Corp. 2
Typewriter Sundries Co., Ltd. 221

UHU Products Corp. 164
Underwood Corp. 16, 17
United States Envelope Co. 64

Vari-Typer Corp. 181
Victor Adding Machine Co. 45

Wassell Organization, Inc. (Filing Manual) 187
Wassell Organization, Inc. (Vu-Board) 164
Watson Mfg. Co. 183
Weston Co., Byron 109

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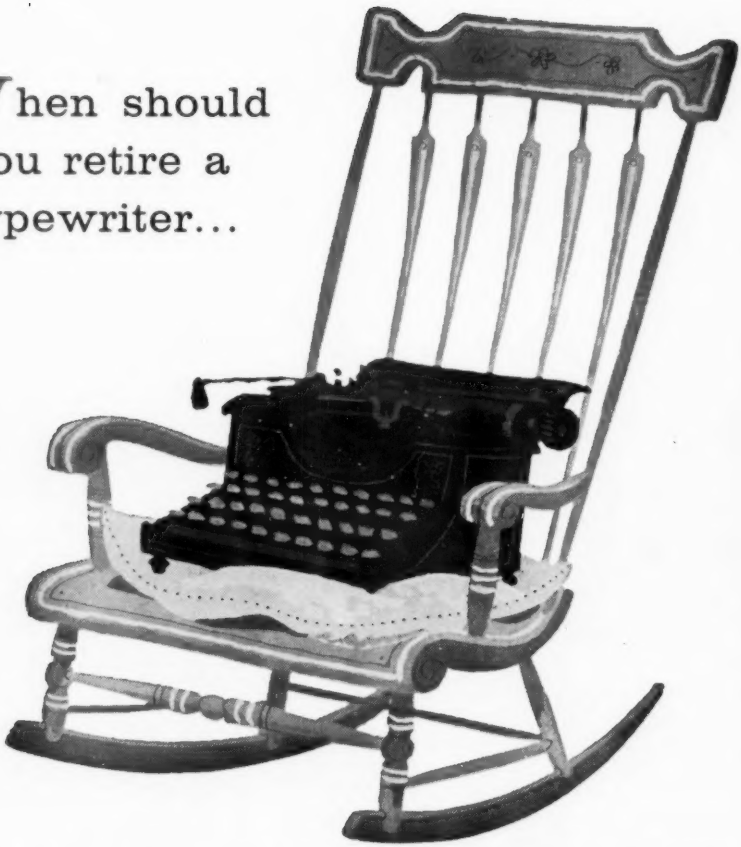

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